

Impress the hiring manager  
— with modern —

# RESUME

## TEMPLATE



**DEBORAH HOLMES**

SECRETARY | ADMINISTRATIVE MANAGER



Temecula, CA



debholmes@gmail.com



978-756-7692



LinkedIn/deborah-holmes

### EDUCATION

**MOS Expert**, Microsoft Office  
Certification, 2018, California

**Associates in Business  
Administration | 2015-2017**  
University of Arizona,  
Tucson, Arizona

**High School Diploma | 2010**  
Tucson High, Tucson, Arizona

### SKILLS

- Writing legal documents and contracts
- Corporate accounting and bookkeeping
- Master of managing multiple calendars and meeting booking systems
- Advanced user of MS Office Suite, FileMaker Pro, SAP Workplace
- Able to type 100 WPM
- Confident and articulate communicator - verbal and written
- Professional and courteous
- Able to cultivate relationships at all levels
- Friendly team player
- Adaptable and handles challenges with a smile

### SUMMARY

Professional, efficient secretary with 10+ years of experience supporting high-level executives and managing administrative departments. Excellent project management, organization and communication skills. Introduced a time management system and increased the efficiency of the office by 25%. Promoted to executive secretary in 2018.

### WORK EXPERIENCE

#### Executive Secretary

Darvin Health Care Group

2017 - Present

Tucson, AZ

- Maintain partners' schedules, keep accurate records, and organize travel arrangements
- Manage office organization and general workflow from supporting staff members
- Trained and supervised more than 15 administrative staff over the past 3 years during firm expansion
- Spearheaded the "Go Green" initiative, which reduced office paper use by 85% and saved roughly \$5500 over 1.5 years
- Piloted a new appointments booking system which increased office efficiency by 15%

#### Legal Secretary

Banyon Ranch Inc.

2014 - 2017

Tucson, AZ

- Maintained confidentiality of highly sensitive corporate and financial resources
- Streamlined process for handling administrative correspondence, leading to a 35% efficiency increase
- Prepared detailed bi-weekly reports for firm partners
- Booked external conference facilities and saved the company over \$400 a month by researching new venues
- Responsible for typing and proofreading documents
- Guided substitute assistants and facilitated assignment availability

#### Secretary

JeMe Group

2011 - 2014

Tucson, AZ

- Recorded, transcribed, and distributed minutes of daily meetings
- Answered, screened, and directed phone calls to the appropriate departments using a multi-line system
- Maintained supplies of office equipment and ordered new stationery on a monthly basis
- Performed administrative duties including photocopying and filing while greeting visitors and responding to queries

# Resume Template Tips Returns

**Nita Hewitt Rutkosky, Judy Dwyer  
Burnside, Joanne Marschke Arford**

## **Resume Template Tips Returns:**

**THE WAY to New Employment in 6 Stages** Mark Richardson MA, 2019-07-26 THE WAY to New Employment in 6 Stages is the first practical step by step handbook for serious career professionals seeking to make a highly effective career transition THE WAY represents the methodology which may be viewed as The Proven Way The Best Way The Certain Way The Sure Way The Most Efficient Way THE WAY is uniquely value adding based on the combination of the following distinctions Written by an accomplished insightful faith anchored career empowerment subject matter expert The first practical proven stage by stage and step by step guide to new employment and career fulfillment The 6 traits necessary to ensure campaign success THE WAY to defining the desired destination creating the ultimate master plan crafting the high impact marketing portfolio working smart and excelling in the interview process and increasing one's odds of securing the new career opportunity A faith based G P S Guided Placement System TM 12 Invaluable Insider Insights on some of the most challenging career transition campaign challenges High impact proprietary tools aligned to the 6 Stage C A R E E R Road Map to New Employment The SECRET INGREDIENT to dramatically improving one's success rate in an employment transition A 7th Stage going beyond landing the new employment opportunity providing the SECRET to Career Fulfillment THE WAY may be viewed as advanced job search training for the serious career transition professional and more THE WAY truly is the book that has been sought and needed by career professionals it is the only handbook you really need to make a successful career transition

**Advanced Microsoft Word 7** Nita Hewitt Rutkosky, Judy Dwyer Burnside, Joanne Marschke Arford, 1997

**Happy about My Job Search** Barbara Safani, 2012 A job search is never easy and a struggling economy only makes it harder How do you make your job search smarter faster and better In Happy About My Job Search Barbara Safani offers a candid perspective of what a job search is and isn't She offers plenty of practical hints for building better resumes and writing compelling cover letters She freely shares her expert understanding of how to network during a job search prepare strategies for interviews and negotiate a competitive compensation package Barbara reveals the way to be well informed and better prepared for the journey ahead Read her compelling new book to learn how to find success even in this most trying situation

**Job Hunters' Sourcebook** Amy Darga, 2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches

**Nutrition in Public Health** Sari Edelstein, 2017-02-25 Thoroughly revised and updated Nutrition in Public Health explores the complex multifaceted array of programs and services that exist in the United States today that are dedicated to bettering population

health through improved nutrition The Fourth Edition explores the subject by first considering how nutrition fits into public health and then by examining policymaking assessment and intervention methods special populations food security and program management

**Publishers Directory** Gale Group,1998-10 Gale s Publishers Directory is your one stop resource for exhaustive coverage of approximately 30 000 U S and Canadian publishers distributors and wholesalers Organizations profiled in the Publishers Directory represent a broad spectrum of interests including major publishing companies small presses in the traditional literary sense groups promoting special interests from ethnic heritage to alternative medical treatments museums and societies in the arts science technology history and genealogy divisions within universities that issues special publications in such fields as business literature and climate studies religious institutions corporations that produce important publications related to their areas of specialization government agencies and electronic and database publishers

**101 Best Resumes for Grads** Jay A. Block,2002-09-03 A PAPERBACK ORIGINAL The ultimate resume and job hunting guide for recent grads Written by the bestselling career author team of Jay Block and Mike Betrus this book helps graduates parlay their diplomas into their all important first real jobs Unlike most other resume guides 101 Best Resumes for Grads assumes no prior work history or job experience making it the ideal choice for grads in the 18 to 24 year old age bracket Yet it also offers invaluable advice and guidance for the growing population of older grads including those who returned to school in midlife in order to pursue new careers and women returning to the workforce after raising a family Includes Resumes for more than 50 areas of specialization Job hunting strategies from networking to job hunting etiquette Online job search tips including formatting resumes for online posting using job databases and more

*Programmer's Market* ,1985 **EResumes** Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job

**Proven Resumes and Confidence Builders** Regina Pontow,1996 **How to Get a Job in Europe** Robert Sanborn,1993 Practical thorough and presented in an action oriented format this comprehensive guide for Americans interested in working in Europe shows how and where to get a job complete with 12 specific steps toward finding employment and over 2 500 names and numbers to contact It has been completely updated to reflect Europe s recent changes and lists new opportunities only now accessible

**Resumes for the Health Care Professional** Kim Marino,2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America s fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade Resumes for the Health Care Professional has been the relied upon resource for professionals in health care Now it has been newly updated to help you take advantage of the opportunities and

prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry Resumes for the Health Care Professional provides Examples culled from the author s vast bank of health care resumes including egistered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing positions     Humor and Cartoon Markets ,1990     **The National Culinary Review** ,1991     How to Get a Job in the Pacific Rim Robert Sanborn,Anderson Brandao,1992 A directory of some 2 000 employers in 20 countries Published by Surrey Books 230 East Ohio Street Suite 120 Chicago IL 60611 Annotation copyrighted by Book News Inc Portland OR

*Journal of College Placement* ,1981     **Writing Resumes that Work** Robert R. Newlen,1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter     **Microsoft Windows XP** Gary B. Shelly,Thomas J. Cashman,Steven G. Forsythe,2002-10-20 Part of the highly successful Shelly Cashman Series this text offers a clear step by step screen by screen approach to learning Microsoft Windows XP Nine projects provide thorough coverage of basic through advanced Microsoft Windows XP skills     **Kansas Employability Skills Curriculum Guide** ,1990     **Artist's Market, 1994** Jenny Pfalzgraf,1993-09 Graphic and fine artists looking for new marketing opportunities will find 2 500 buyers of all types of art in this series Articles illuminate the skills and marketing tactics necessary to be a successful graphic or fine artist

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