

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

Michael Farr, Marie A. Pavlicko



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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

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1. Understanding the eBook Resume Template Tips Returns
 - The Rise of Digital Reading Resume Template Tips Returns
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Tips Returns
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Tips Returns
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Tips Returns
 - Personalized Recommendations
 - Resume Template Tips Returns User Reviews and Ratings
 - Resume Template Tips Returns and Bestseller Lists
5. Accessing Resume Template Tips Returns Free and Paid eBooks
 - Resume Template Tips Returns Public Domain eBooks
 - Resume Template Tips Returns eBook Subscription Services
 - Resume Template Tips Returns Budget-Friendly Options

6. Navigating Resume Template Tips Returns eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Tips Returns Compatibility with Devices
 - Resume Template Tips Returns Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Tips Returns
 - Highlighting and Note-Taking Resume Template Tips Returns
 - Interactive Elements Resume Template Tips Returns
8. Staying Engaged with Resume Template Tips Returns
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Tips Returns
9. Balancing eBooks and Physical Books Resume Template Tips Returns
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Tips Returns
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Tips Returns
 - Setting Reading Goals Resume Template Tips Returns
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Tips Returns
 - Fact-Checking eBook Content of Resume Template Tips Returns
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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