

Impress the hiring manager  
— with modern —

# RESUME

## TEMPLATE



**DEBORAH HOLMES**

SECRETARY | ADMINISTRATIVE MANAGER



Temecula, CA



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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

**Katy Piotrowski**



## **Resume Template Tips:**

## Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Resume Template Tips**

In some sort of inundated with monitors and the cacophony of instant connection, the profound power and emotional resonance of verbal beauty frequently diminish in to obscurity, eclipsed by the continuous barrage of sound and distractions. Yet, set within the lyrical pages of **Resume Template Tips**, a fascinating work of literary elegance that pulses with raw emotions, lies an unique journey waiting to be embarked upon. Penned with a virtuoso wordsmith, this mesmerizing opus manuals viewers on a mental odyssey, lightly exposing the latent possible and profound affect stuck within the delicate web of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is central themes, dissect its interesting writing type, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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