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DEBORAH HOLMES

SECRETARY | ADMINISTRATIVE MANAGER

Temecula, CA 978-716-7692

debholmes@gmail.com

Linkedin/deborah-holmes

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.

EDUCATION

MOS Expert, Microsoft Office Certification, 2018, Califonia

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 Workelace
- Able to type 100 WFM
- · Confident and articulate communicator - verbal and
- Professional and courteous
- · Able to cultivate relationships at all levels
- Friendly team player
- Adaptable and handles. challenges with a smile

WORK EXPERIENCE

Executive Secretary

Darvin Health Care Group

Tucson, AZ · Maintain partners' schedules, keep accurate records, and organize travel

- 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 2550.

Legal Secretary

Barryon Ranch Inc.

2014 - 2017 Tucson, AZ

2017 - Present

- 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

2011-2014 Tucson, AZ

- Recreded transcribed and distributed minutes of daily meetings.
- Ariswered, 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
- Performed administrative duties including photocopying and filing while greeting visitors and responding to queries

Resume Template Tips

Lee Smith, John van Genderen

Resume Template Tips:

The Engineer's Career Guide John A. Hoschette, 2010-05-25 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired. This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead PC-Mommy; 123 Ideas to Run Your Family with Microsoft Office and **Get a Promotion** Owin Humphries, 2007-12-01 Are you a challenged mother No matter if you are stretched between working or staying at home you can implement some of Qwin's family management ideas that will help you bond with your children bridge communication gaps and complete tasks with fun Did I mention maybe get a promotion at work too Digital Product Ideas For Earning Passive Income While You Sleep Om Prakash Saini, 2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now How to Write a Resume (Interview Tips and Job Interview Questions) Richard Forbes, Resume Templates, Cover Letters, Sample Resumes, 2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write

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skilfully summarises your qualifications and separates you from the rest of the pack

Resumes for High School Graduates,

McGraw-Hill Companies, 2005-09-21 This guide includes dozens of sample resumes and sample cover letters worksheets that help you gather information and draft your resume descriptions of common elements in the most popular resume formats and advice on submitting resumes electronically

Designing Creative Resumes Gregg Berryman, 1990 This unique book shows how to design resumes that will attract the interest of your prospective employer

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