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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

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M Tight



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Learning a Living Dale S. Brown,2000 Provides practical tips for deciding on a career and searching for jobs to people with learning disabilities attention deficit disorder and dyslexia covering such topics as career preparation during high school resumes and interviews

The On-line Job Search Companion James C. Gonyea,1995 Boot up log on and find work This accessible guide to job hunting and career building the electronic way tells job seekers everything they need to know about hardware software on line services and related technologies that can connect them instantly to thousands of employers and job bank databases

Learning Series (DDC) Fulton,2004-06 *Killer Cover Letters and Resumes* ,2008 *Expert Resumes for Computer and Web Jobs* Wendy S. Enelow,Louise Kursmark,2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive

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 **Job Choices for Science, Engineering, & Technology Students** ,2009 *The No-pain Resume Workbook* Hiyaguha Cohen,1992 Writing a resume doesn t have to be a stressful event This guide contains fill in the blank forms for each component of the resume with much of the wording already provided Writing a resume has never been easier Includes sample resumes and cover letters plus an optional mail in fax in critique and typesetting service Cartoons graphics and quotations throughout **The Blue Guide** Elizabeth Brockman,2008 **Walking the World Wide Web** Shannon R. Turlington,1996 The best comprehensive guide for mining the Web s multimedia treasures this book features more than 500 listings and an extensive index of servers expanded and arranged by subject The author reviews and describes hundreds of the most interesting colorful and informative Web sites Offering savvy experienced advice she shows readers how to save money and time while online Resumes For Dummies Joyce Lain Kennedy,2000-05-15 Dummies keep getting smarter That s why we ve updated Resumes For Dummies 3rd Edition to keep you one step ahead for the 21st century Starting with all the tips and tricks you ll need to showcase your skills and abilities on paper this edition also takes you into the world of the cyber resume Recent grads and veteran workers alike can benefit from the strategies worksheets and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy Whether you re sending online or off you ll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers From choosing the right resume style to putting the right spin on employment gaps lack of experience or frequent job hopping Resumes For Dummies 3rd Edition brings you up to speed with everything you need for finding the right job in today s market **Machine Design** ,1986 **Haldane's Best Resumes for Professionals** ,2000 Outlines the principles of writing an effective resume that will attract the attention of potential employers *Turning Points* Diane Elizabeth Ducat,2002 For undergraduate courses in Career Planning and Decision Making Helping students take charge of their professional future this action oriented handbook covers what every college student needs to know about making career choices searching for suitable internships and jobs and succeeding in the workplace of the 21st century Putting numerous activities for self assessment and research at the heart of the text it builds upon a sound theoretical framework that focuses on three major areas 1 searching for information exploration 2 setting your career direction decision making and 3 making your work experience count success in the workplace The Over-40 Job Guide Kathryn Petras,Ross Petras,1993 Providing up to date advice for the older worker this invaluable guide to age proofing job hunts and safeguarding job futures presents specialized knowledge inside tips practical advice and proven strategies

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Table of Contents **Resume Template Tips Login**

1. Understanding the eBook **Resume Template Tips Login**
 - The Rise of Digital Reading **Resume Template Tips Login**
 - Advantages of eBooks Over Traditional Books
2. Identifying **Resume Template Tips Login**
 - 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 Login**
 - User-Friendly Interface
4. Exploring eBook Recommendations from **Resume Template Tips Login**
 - Personalized Recommendations
 - **Resume Template Tips Login** User Reviews and Ratings
 - **Resume Template Tips Login** and Bestseller Lists

5. Accessing Resume Template Tips Login Free and Paid eBooks
 - Resume Template Tips Login Public Domain eBooks
 - Resume Template Tips Login eBook Subscription Services
 - Resume Template Tips Login Budget-Friendly Options
6. Navigating Resume Template Tips Login eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Tips Login Compatibility with Devices
 - Resume Template Tips Login Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Tips Login
 - Highlighting and Note-Taking Resume Template Tips Login
 - Interactive Elements Resume Template Tips Login
8. Staying Engaged with Resume Template Tips Login
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Tips Login
9. Balancing eBooks and Physical Books Resume Template Tips Login
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Tips Login
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Tips Login
 - Setting Reading Goals Resume Template Tips Login
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Tips Login
 - Fact-Checking eBook Content of Resume Template Tips Login
 - 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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