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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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Alexander Bain



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Practical Guide to SAP CO Templates Tom King,2018-07-13 **Google Resume: An Easy Guide to the Best Features** Bill Stonehem,2016-08-10 Since its inception the name Google has become synonymous with information and know how Users are able to tap into the mega search engine to ascertain details from the most minute to the most complex and be afforded a wealth of information In continuing the trend of meeting consumer needs the owners of Google have introduced Google Resume Google Resume is a professional resume building assistant that can be accessed and utilized for that all important resume creation The process is seamless and timely and the end result professional and trendy The new feature offers users a plethora of resume templates from which to choose This provides options that enable users to personalize the resume process selecting templates to complement the position being applied for as well as to suit their individual personality

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Linux Administration A Beginners Guide 6/E Wale Soyinka,2012-02-21 Essential Linux Management Skills Made Easy Effectively deploy and maintain Linux and other Free and Open Source Software FOSS on your servers or entire network using this practical resource Linux Administration A Beginner s Guide Sixth Edition provides up to date details on the latest Linux distributions including Fedora Red Hat Enterprise Linux CentOS Debian and Ubuntu Learn how to install and customize Linux work from the GUI or command line configure Internet and intranet services interoperate with Windows systems and create reliable backups Performance tuning security and virtualization are also covered and real world examples help you put the techniques presented into practice Install and configure popular Linux distributions including the latest versions of Fedora CentOS openSUSE Debian and Ubuntu Administer Linux servers from the GUI or from the command line shell Manage users permissions folders and native FOSS applications Compile tune upgrade and customize the latest Linux kernel 3 x series Work with proc SysFS and cgroup file systems Understand and manage the Linux TCP IP networking stack and services for both IPv4 and IPv6 Build robust firewalls and routers using Netfilter and Linux Create and maintain print e mail FTP and web servers Use LDAP or NIS for identity management Set up and administer DNS POP3 IMAP3 and DHCP servers Use GlusterFS NFS and Samba for sharing and distributing file system resources Explore and implement Linux virtualization technologies using KVM

The Digital Guide to Software Development ,1989 Here is the first published description of the processes and practices tools and methods this industry giant uses to develop its software products This shirt sleeves guide is packed with diagrams and tables that illustrate each step in the complex software development process You ll learn all about Digital s standard phase review process the role of teams and their leaders how CASE tools work and how to control a project

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