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RESUNE TFMPIATF



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

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McGraw Hill, Editors of McGraw-Hill

Resume Template Tips:

Resume Writing Tips and Strategies for All, 2024-09-18 Today s job market is increasingly competitive and sending out an unpolished resume can be risky Without the right strategies you might end up blending into the crowd or worse missing out on the opportunity altogether Resume Writing Tips and Strategies for All is your essential guide to mastering the art of resume writing no matter your experience level or industry This book delivers actionable insights in a clear concise format designed to help you create a resume that stands out from the crowd guickly and effectively Inside this smartphone friendly eBook you ll discover 69 proven tips and strategies including Step by step guidance on writing a professional summary that grabs attention How to tailor your resume to any job description for maximum impact The best ways to quantify your achievements to showcase your value Expert advice on overcoming employment gaps frequent job changes and other challenges Resume templates and real life examples to help you craft your own Insider secrets on optimizing your resume for Applicant Tracking Systems ATS to get past the initial screening Don t risk sending out a lackluster resume that gets lost in the pile If you re serious about landing the job this book will help you avoid the pitfalls that hold candidates back and show you how to present your best self on paper Stop wondering stop procrastinating and start learning This book like the other books in the Life Hacks Books collection gives you the tools to grow take action and get ahead Whether you re applying for your first job making a career change or advancing in your field this guide will empower you to create a powerful resume in less than 30 minutes Make today the day you invest in your future let your resume work for you The Resume Handbook Pasquale De Marco, 2025-08-11 The Resume Handbook is your essential guide to landing your dream job With its expert advice and practical tips you ll be able to create a resume and cover letter that will impress potential employers and help you achieve your career goals In this comprehensive guide you ll learn how to Write a resume that highlights your skills experience and accomplishments Craft a cover letter that will make you stand out from the competition Network effectively to build relationships and find job opportunities Interview with confidence and answer questions effectively Negotiate salary and benefits to get the best possible offer Whether you re a recent graduate a career changer or an experienced professional The Resume Handbook has something for you This book covers everything from writing a compelling resume objective to tailoring your cover letter to specific jobs You ll also learn how to use social media for professional growth join professional organizations and seek referrals and introductions With its clear instructions practical advice and real world examples The Resume Handbook is the ultimate resource for anyone who wants to land their dream job Don t let a weak resume or cover letter hold you back from achieving your career goals Order your copy of The Resume Handbook today and start creating a resume and cover letter that will get you noticed If you like this book write a review **Resumes For Dummies** Joyce Lain Kennedy, 2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused a 10% unemployment rate affecting 15 3

million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and jobsearching Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door The Hottest Resumes on Earth Pasquale De Marco, 2025-05-02 This book covers everything you need to know about resume writing from the basics to more advanced topics like keyword optimization and resume design Whether you re a recent graduate or a seasoned professional this book has something for you We ll show you how to write a resume that will highlight your skills and experience and help you land the job you want In this book you ll learn how to Write a strong objective statement Highlight your skills and experience Quantify your accomplishments Use keywords to get noticed Proofread and edit your resume Avoid common resume mistakes Tailor your resume to each job you apply for And much more The Hottest Resumes on Earth is the only resume writing guide you ll ever need With its expert advice and easy to follow instructions you ll be able to write a resume that will get you noticed and land you the job you want Don t wait another day to start your job search Order your copy of **Resume Help for Success** The Hottest Resumes on Earth today If you like this book write a review on google books Faith M. Davis, 2012-03-19 Having an outstanding resume will make all the difference in your job search This book will give you the resume help you need so that you can either write your own using the resume tips resume templates resume outline and resume samples provided in this book or outsource the work with the advice provided about professional resume help and the resume builder online Plus get additional tips on the best resume format the resume objective and sample cover letters Banking Resumes Guide: Master the Art of Financial Career Advancement Pasquale De Marco, Banking Resumes Guide Master the Art of Financial Career Advancement is your ultimate resource for crafting compelling resumes and cover letters that will open doors to your dream job in the banking and financial sector Whether you re a recent graduate or an experienced professional looking for a career change this comprehensive guide will equip you with the knowledge and skills to Showcase your unique strengths and skills to potential employers Tailor your resume and cover letter to specific industries and job descriptions Write error free and polished resumes and cover letters Prepare for and ace job interviews with confidence Negotiate a competitive salary and benefits package Build a strong professional network and advance your career With step by step instructions expert advice and real world examples this book provides a roadmap to help you navigate the competitive job market and achieve your financial career goals From crafting a compelling resume that highlights your relevant experience and skills to writing a cover letter that effectively introduces you and generates interest in your application this book covers all aspects of the job search process You ll learn how to identify your unique value

proposition tailor your resume to specific job descriptions and industries and write error free and polished resumes and cover letters that will make a lasting impression on potential employers Additionally this book provides expert guidance on preparing for and acing job interviews including how to research the company and the role anticipate common interview questions and confidently articulate your skills and experience Whether you re just starting your career or looking to take it to the next level Banking Resumes Guide Master the Art of Financial Career Advancement is the essential resource you need to succeed Invest in your future today and get started on your journey to financial success If you like this book write a review

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