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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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PC-Mommy; 123 Ideas to Run Your Family with Microsoft Office and Get a Promotion Qwin 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

A Practical Guide to Therapeutic Communication for Health Professionals - E Book Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help

students engage into the practice of communication. It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios, questions or hints and tips to encourage application of those principles into real life situations. Easy to read style provides practical information, hints and tips. Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter. Spotlight on Future Success boxes provide students with useful practical tips for improving communication. Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned. Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter. Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content. Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills. Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills. Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers. Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages, patient caregiver interviews, chapter key points and patient charts. Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills.

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also learn how to leverage internships and volunteering navigate career fairs and networking events overcome obstacles in the job search understand job search ethics explore remote and freelance opportunities leverage professional development for career growth and sustain long term career success With practical tips and insights this book empowers individuals to take control of their career paths and achieve their professional goals Resume, Application and Letter Tips for People with Hot and Not-So-Hot Backgrounds Ron Krannich,Caryl Krannich,2006-05-23 Provides 185 tips for writing resumes and cover letters and filling out applications discussing the job search process presenting work history transforming negatives to positives objectives dealing with potential red flags follow up methods and much more **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 cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume writers resume writer resume writers how to write resume resume writing write a resume resumes resume objective resume maker functional resume resume formats objective for resume how to build a resume resume outline curriculum vitae how to write a cv cv template cv format cv examples cv templates samples how to make a cv how to write cv writing a cv cv writing service cv resume *Kick Start Your Career* Lee Smith,John van Genderen,2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations

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Table of Contents Resume Template Tips

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

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