

Impress the hiring manager
— with modern —

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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Practical Guide to SAP CO Templates Tom King, 2018-07-13 **Day One Junos Tips, Techniques, and Templates**
Jonathan Looney, 2011-04-29 *A Recruiter's Guide to Job Hunting* Eric Knott, 2012-03-31 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don't hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search *Google Resume 2017: An Easy Guide to the Best Features* Gack Davidson, The name Google has long been associated with technology and a platform that you can trust for anything It has a wealth of information and users can get up to the minute information to them with a simple search The developers of Google have extended the platform and have now created a platform called Google Resume Essentially it is a platform that is used to produce a professional resume by helping the user to do this It is effortless and helps the user to produce a resume in a short amount of time There are many resume templates that are professional and trendy from which the user can choose It is quite easy to choose and modify any one of the templates so it can match your individual taste This book will seek to introduce the reader to this platform and let them become knowledgeable of what can be done when using this service *Design Visualization for Interiors: A Comprehensive Guide to Visual Communication* Pasquale De Marco, 2025-03-10 In today's competitive interior design industry effective visual communication is essential for success This comprehensive guidebook provides interior designers with the knowledge and skills they need to master visual communication and elevate their design presentations With clear and concise language this book delves into the fundamentals of visual communication in interior design covering topics such as design graphics digital portfolios resumes and cover letters website design visual presentation techniques and collaboration with other professionals Through step by step instructions and inspiring examples readers will learn how to Create stunning design graphics that convey their design ideas with clarity and impact Craft digital portfolios that showcase their work in the best possible light and attract more clients Design resumes and cover letters that effectively communicate their skills and qualifications increasing their chances of landing their dream job Build a professional website

that serves as a powerful online presence showcasing their portfolio and connecting them with potential clients Create engaging and informative presentations that leave a lasting impression on their audience Collaborate effectively with other professionals in the interior design industry leading to successful project outcomes Whether you are a seasoned interior designer looking to refine your skills or an aspiring designer eager to learn the ropes this book is your ultimate guide to mastering visual communication and achieving success in the field of interior design With its comprehensive coverage of essential topics and its practical hands on approach this book is a must have resource for any interior designer who wants to take their visual communication skills to the next level If you like this book write a review

The Complete Idiot's Guide to Google Chrome and Chrome OS Paul McFedries,2010-08-03 A nontechnical manual for groundbreaking technology The Complete Idiot s Guide to Google Chrome OS presents readers with a clear overview of Google s free operating system targeting users of netbook computers and allowing them to work primarily on the web including how to send e mail work with pictures save and manage files use common office applications as well as more specialized programs and deal with problems Available day and date with the software Chrome OS will be free making it very competitive with Windows 7 Google boasts that Chrome OS will start up and get the user onto the web in a few seconds without having to contend with viruses malware and security updates

Discover Your True Career Path: A Guide to Finding Meaningful Work and Achieving Lifelong Success Denver Randall,2025-04-17 Are you feeling stuck unfulfilled or uncertain about your career direction Do you long for work that ignites your passion and aligns with your values This book is your roadmap to discovering a fulfilling and meaningful career path This book goes beyond generic career advice providing practical strategies and insightful exercises to help you identify your core values passions and skills explore different career options and industries overcome limiting beliefs and fears create a compelling resume and cover letter and develop a strategic action plan to achieve your career goals Whether you re a recent graduate a seasoned professional considering a career change or simply feeling unfulfilled in your current role this book offers invaluable guidance and support Filled with real life examples practical tips and actionable steps it equips you with the tools and knowledge needed to navigate the complexities of the job market and design a career that truly resonates with you You deserve a career that brings you joy challenges you and makes a difference This book provides the clarity direction and encouragement you need to take control of your professional destiny and create a future filled with purpose and success

Design Portfolios Mark W. Smith,2023-03-08 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your

Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today's competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter's View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author's time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design Portfolios A Recruiter's View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work

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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

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Abu Dhabi Job Guide - Step by Step Guide to Landing Your Ideal Job in Abu Dhabi Dubai Information Site,2009-07-14

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for all job seekers from new grads to the laid off worker new mothers to senior citizens **Business and Professional Writing: A Basic Guide for Americans** Paul MacRae,2016-05-30 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide for Americans is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout **Business and Professional Writing: A Basic Guide, Third Canadian Edition** Paul MacRae,Joel Hawkes,Laura Fanning,2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout **Google Workspace Guide** Kevin Pitch,2023-10-22 BONUS INCLUDED Access VIDEO EXPLANATIONS MOBILE APPS by scanning a QR CODE INSIDE Feeling lost amidst the multitude of Google Workspace tools Struggling to streamline your workflow for optimal productivity Wish there was a straightforward guide to master Google Workspace from start to finish Look no further Hello future Google Workspace enthusiasts The Google Workspace Guide is designed to be your companion simplifying your journey and aiding you in not just exploring but truly understanding and mastering each tool that Google Workspace offers with ease and confidence What s Inside Here s a Sneak Peek FAST TRACK INTRODUCTION Understanding the essence of Google Workspace its applications pricing and planning strategically for businesses of all scales EFFORTLESS COMMENCEMENT Step confidently into the Google Workspace realm from account setup to user management and smooth transitioning from other services MASTERFUL COMMUNICATION Get your hands on the robust communication tools including Gmail Google Chat Hangouts Google Voice and their advanced and secure features UNPARALLELED CONTENT MEDIA MANAGEMENT Command Google Drive Google One Google Vault and more with insider knowledge to manage content and media like a pro DOCUMENT FILE CREATION DEMYSTIFIED Google Docs Sheets Slides Forms all simplified and explained with expert tips on real time editing data management and collaboration SCHEDULING COLLABORATION Optimize Google Calendar Meet and Jamboard for ultimate scheduling and collaboration efficiency ADVANCED FEATURES UNLOCKED Dive into Google Workspace Marketplace APIs Third Party Integration Automation and Mobile Management ROCK SOLID SECURITY COMPLIANCE Secure your digital space with Google Authenticator Two Factor Authentication and compliance know how BUT WAIT THERE S MORE Tips

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Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano,2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover [The EM Guide to Effective Resumes](#) Michael L. Redd,2004 *Work Smart, Live Free: The New Age Hustler's Guide* ,2025-09-02 Are you tired of trading your time for money Work Smart Live Free shows you how to build income streams that work even when you don t This practical guide breaks down step by step methods for earning online through content creation digital products skill monetization and passive income strategies all without expensive tools or complicated setups Inside you ll discover How to turn simple ideas into profitable digital products Beginner friendly methods to sell skills services and templates Proven strategies to attract free traffic using platforms Tools and checklists to help you start earning from day one Whether you re a student professional or side hustler this book gives you an actionable roadmap to create scalable income in the digital economy No fluff no hype just practical steps to help you earn smarter not harder Start today Your first online income stream is closer than you think

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always summer wikipedia - Jul 04 2022

web always summer is the first single from the american rock band yellowcard s eighth studio album southern air the album was released on august 14 2012 the song premiered may 21 2012 on absolutepunk at 8 00 pm est the site received enough viewers to crash it for about fifteen minutes

gayle nerva always summer youtube - Jul 16 2023

web always summer lyrics by gayle nervaproduced by iamfulsesthis track features a sample from i love your smile by shanice available under a creative commons

yellowcard always summer official music video youtube - Sep 18 2023

web jun 22 2012 official music video for always summer the first song from yellowcard s album southern air out now buy the song on itunes here smarturl it alwayssummer

yellowcard always summer lyrics genius lyrics - May 14 2023

web may 22 2012 always summer lyrics i think i have everything i need it got dark but now i think i see the world around is full of arms still reaching out to me i hear the notes and belt them back to you i

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