

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

Resume Template Tips Install

Lehrig, Sebastian Michael

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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Day One Junos Tips, Techniques, and Templates Jonathan Looney, 2011-04-29 **LibreOffice 5.4 Writer Guide** LibreOffice Documentation Team, 2018 LibreOffice is a freely available full featured office suite that runs on Windows Linux and Mac OS X This book is for beginners to advanced users of Writer the word processing component It covers setting up Writer to suit the way you work using styles and templates working with text graphics tables and forms formatting pages page styles columns frames sections and tables printing and mail merge creating tables of contents indexes and bibliographies using master documents and fields creating PDFs and more This book was written by volunteers from the LibreOffice community Profits from the sale of this book will be used to benefit the community Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation> *Joomla!-Templates entwickeln* Angie Radtke, 2011 **LibreOffice 6.0 Writer Guide** LibreOffice Documentation Team, 2018-07-31 LibreOffice is a freely available full featured office suite that runs on Windows Linux and macOS This book is for beginners to advanced users of Writer the word processing component It covers setting up Writer to suit the way you work using styles and templates working with text graphics tables and forms formatting pages page styles columns frames sections and tables printing and mail merge creating tables of contents indexes and bibliographies using master documents and fields creating PDFs and more This book was written by volunteers from the LibreOffice community Profits from the sale of this book will be used to benefit the community Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation> **LibreOffice 6.2 Calc Guide** LibreOffice Documentation Team, 2019-12-28 **MCAS Office 2007 Exam Prep** Ron Gilster, 2009-06-11 Score Higher on the MCAS Exams We provide you with the proven study tools and expert insight that will help you score higher on your exams Clear and simple explanations lists and screen shots walk you through the Microsoft Office processes you need to know to score well on the MCAS exams Study strategies challenges and key terms focus your study so you can maximize your preparation time Comprehensive discussion of all subject areas covered on the MCAS exams Practice Questions that include detailed explanations of correct and incorrect answers so you can learn the material from your success and mistakes This book covers all the skills measured by the MCAS Exams for Microsoft Office 2007 including Creating customizing formatting and organizing Word documents Working with visual content references and document review processes Creating manipulating and formatting data and other content in Microsoft Excel Presenting Excel data visually with charts and illustrations Sharing and securing Microsoft Office content Creating formatting and delivering PowerPoint presentations Managing messaging scheduling and tasks with Microsoft Outlook Working with Outlook contacts and personal contact information Structuring presenting managing and maintaining Access databases Building and modifying Access queries This is the eBook version of the print title Note that the eBook does not provide access to the practice test software that accompanies the print book **Getting Started with LibreOffice 6.0** LibreOffice

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by incorporating social networking tools using advanced blog design techniques setting up a custom domain and creating an online store *Pp/Office 2007/Vista* BarCharts, Inc.,2008-06-18 Forget huge manuals or expensive computer training these reference guides give you just what you need to know without the fluff

This book delves into Resume Template Tips Install. Resume Template Tips Install is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Resume Template Tips Install, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Resume Template Tips Install
 - Chapter 2: Essential Elements of Resume Template Tips Install
 - Chapter 3: Resume Template Tips Install in Everyday Life
 - Chapter 4: Resume Template Tips Install in Specific Contexts
 - Chapter 5: Conclusion
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3. In chapter 2, this book will delve into the foundational concepts of Resume Template Tips Install. The second chapter will elucidate the essential principles that need to be understood to grasp Resume Template Tips Install in its entirety.
4. In chapter 3, the author will examine the practical applications of Resume Template Tips Install in daily life. This chapter will showcase real-world examples of how Resume Template Tips Install can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Resume Template Tips Install in specific contexts. The fourth chapter will explore how Resume Template Tips Install is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Resume Template Tips Install. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Resume Template Tips Install.

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