

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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Yan Bai



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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

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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

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