

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

Navneet Singh



Resume Template Tips:

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

The Engineer's Career Guide John A. Hoschette,2010-05-25 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

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.

625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep Om Prakash Saini, 2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep. This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat. Packed with over 625 simple and lucrative digital product ideas, it covers a wide range of categories like Ebooks and Written Content, Online Courses, Printables, Stock Photos, Videos, Audio Products, Software, 3D Models, Web Development Resources, and more. Whether you're a seasoned digital entrepreneur or a newbie looking to make money while you snooze, this book has something for everyone. Dive into the realm of passive income and discover how to turn your creativity into cash. From crafting engaging Ebooks to developing user friendly applications, the book is a treasure trove of inspiration. With clear and accessible language, it breaks down complex ideas, making it perfect for anyone ready to take the leap into the world of online income. Don't just dream about financial freedom, make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep. Your journey to success starts now.

Career Hacking: The Ultimate Job Search Course Brian Smith, Career Hacking The Ultimate Job Search Course is a comprehensive guide that equips job seekers with the knowledge and skills needed to navigate the competitive job market successfully. This book covers a wide range of topics including understanding the current job market trends, building a strong resume and compelling cover letter, networking strategies for success, effective job search techniques, mastering the interview process, negotiating job offers, and building a strong personal brand. Readers will

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

Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market

How to Write a Winning Resume Deborah Perlmutter Bloch,1998 Explains how to present your experience skill and background in an effective way Includes sample resumes guidelines for layouts and instructions for writing cover letters

The Damn Good Resume Guide Yana Parker,1996 Guides the reader through the process of creating a successful resume

Resumes For Dummies Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

Public Interest Job Search Guide ,1998

The Career Coward's Guide to Resumes Katy Piotrowski,2008 This third book in the Career Coward s series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers though all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes

Resumes for First-Time Job Hunters, Third Edition McGraw Hill,Editors of McGraw-Hill,2005 Create a strong impressive resume that will lead you to the right job To stand out among the hundreds of job seekers applying for any position you have to have a resume that hits the target every time Resumes for First Time Job Hunters offers Nearly 100 sample resumes and 20 cover letters A variety of eye catching resume formats Tips on highlighting your strengths and using active vocabulary Work sheets for gathering personal information And much more

Designing Creative Resumes Gregg Berryman,1990 This unique book shows how to design resumes that will attract the interest of your prospective employer

Resumes for Law Careers VGM Career Books (Firm),2002 This title is part of the VGM Professional Resumes series presenting job hunters with examples of resumes and covering letters pertinent to their career They are all in one guides to writing resumes and covering letters with many examples specific to the field This edition contains thoroughly revised information and includes basic job search advice 100 sample resumes and 20 sample covering letters The first section of the book consists of basic information including worksheets for organizing the various resume sections suggestions for what to include and what to leave out and tips on picking a layout and design that highlight your strengths and downplay your weaknesses The second section provides polished professional examples of resumes and covering letters

Best Resumes for Scientists and Engineers Adele Lewis,David Jewel Moore,1993 In this major revision of her popular resource for scientists and engineers Adele Lewis joined forces with scientist and writer David J Moore to show technical professionals

how to prepare resumes to fit the special requirements of their professions Whether you re targeting an entry level job or a top management position **Best Resumes for Scientists and Engineers** gives you everything you need to create the kind of standout resume technical employers are looking for including all the basic elements that go into writing an effective resume style content format word choice clearly defined objectives career summaries and more worksheets that take you step by step through the resume writing process ten powerful resume formats more than seventy five sample resumes for twenty five different hi tech industries tips on what you should and shouldn t say in a cover letter five simple steps that will improve your chances of landing an interview **The Guide to Basic Resume Writing** Public Library Association,VGM Career Books (Firm),2004 All of your educational professional and personal accomplishments will not help you get a job if you cannot condense that information in a concise polished resume And while you may think resume writing is not one of your strengths it is the skill that will do the most to get you to the next step the job interview With so much riding on the resume you need help from the experts Just follow the simple steps in this book and in no time you will produce a document that skilfully summarises your qualifications and separates you from the rest of the pack **The Career Change Resume** Kim Isaacs,Karen Hofferber,2003 Written by the official resume advisers to Monster com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers

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web flange joints require proper tightening to avoid leakage bolt tightening sequence or torque sequence is defined in the torque tightening procedure flange joints are torqued tight with the help of a torque wrench manual or hydraulic the clamp load produced during tightening is higher than 75 of the fastener s proof load

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[appendix j bolting preload the national academies press](#) - Jan 07 2023

web a criss cross bolt tightening pattern a bolt tightening sequence e g all bolts are hand tightened then all bolts are tightened to 25 percent of desired preload then 50 percent then 75 percent then 100 percent determination of required bolt preloading as

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web jan 1 2017 the tightening sequence is generally following a star pattern or similar circular patterns if present are only used for the latest passes which ensures a better alignment of matching flanges and avoids local overloads in the gasket and rigid body motion in the joint bickford 1995

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web api flange bolt tightening sequence piping and pipelines assessment guide apr 03 2023 whether it s called fixed equipment at ExxonMobil stationary equipment at Shell or static

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web jun 25 2013 although stretch control method tightening more than one bolt at time eradicates the bolt preload scatter flange stress variation is relatively high flange joint s performance is compared to establish relative merits and demerits of both the methods and different bolt tightening sequences

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web bolt torque is calculated for a flanged assembly using the following equation applied torque $T_k = F_d \cdot 12$ in FPS unit where T torque in ft lb k dimensionless nut factor or tightening factor F axial force in pounds d nominal bolt diameter in inches in the metric system torque applied $T_k = F_d \cdot 1000$ where T torque in N m F bolt load in N

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web easy handling bolt numbering shall be done clockwise around the flange with the following sequence the table below shows the torque sequence for flanges with 4 to 32 bolts number of bolt studbolt tightening sequence to follow 4 bolt flange 1 3 2 4 8 bolt flange 1 5 3 7 2 6 4 8 12 bolt flange 1 7 4 10 2 8 5 11 3 9 6 12 16 bolt

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web for flanges with 12 or more bolts 1 st round 20 percent of final torque 2 nd round 40 percent of final torque 3 rd round 80 percent of final torque 4 th round 100 percent of final torque final round clockwise or counter clockwise around the flange

please take note the above bolt tightening sequences are the most

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web jan 27 2021 the gasket type and arrangement of the flange connection are both critical to choosing which tightening sequence an assembler can use this article which is intended for supervisors engineers or anyone else who oversees bolted flange assembly or maintenance will discuss different torque sequences

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web number of bolt stud bolt tightening sequence to follow 4 bolt flange 1 3 2 4 8 bolt flange 1 5 3 7 2 6 4 8 12 bolt flange 1 7 4 10 2 8 5 11 3 9 6 12 16 bolt flange 1 9 5 13 3 11 7 15 2 10 6 14 4 12 8 16 20 bolt flange 1 11 6 16 3 13 8 18 5 15 10 20 2 12 7 17 4 14 9 19 24 bolt flange

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web ensure the bolt lengths allow for a minimum of 2 3 threads protruding beyond the top of the nut when tightened bolts must be tightened according to the below sequence options assemble bolts hand tight maximum 30 of final tightening torque as per below cross pattern sequences

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web step 1 liberally lubricate all load bearing surfaces including threads and flat washers then install and finger tighten all fasteners number the bolts flange according to the bolt torque sequence step 2 set the torque wrench to 1 3 of the target torque value and tighten in an order bolts 1 2 3 4 until all have been tightened

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web welcome to this interactive flange bolting calculator from hytorc the program computes recommended torque values bolting patterns tool selection and pump pressure settings for standard asme b16 5 and api 6a flanges under normal assembly conditions

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web tightening sequence the first pass lightly tighten the first bolt then move directly across or 180 degrees for the second bolt then move 1 4 turn around the circle or 90 degrees for the third bolt and directly across for the fourth continue this sequence until all bolts are tightened when tightening a four bolt flange use a criss cross

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web dec 17 2020 bolt tightening sequence why it matters to complete a flange joint securely it is essential to control the stress variation in the flange joint components in the case of the gasket this needs to be compressed evenly across the flange face if you were to tighten adjacent bolts when those opposite remain loose the result will be

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web jan 10 2016 twelve bolt tightening sequence sequential order 1 2 3 4 5 6 7 8 9 10 11 12 rotation order 1 5 9 3 7 11 2 6 10 4 8 12 sixteen bolt tightening sequence sequential order 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 rotation order 1 9 5 13 3 11 7 15 2 10 6 14 4 12 8 16 twenty bolt tightening sequence

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