

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

Mike Jess



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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 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

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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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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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