

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

Qwin Humphries



Resume Template Tips:

Resume Writing Tips and Strategies for All, 2024-09-18 Today's job market is increasingly competitive and sending out an unpolished resume can be risky. Without the right strategies you might end up blending into the crowd or worse missing out on the opportunity altogether. *Resume Writing Tips and Strategies for All* is your essential guide to mastering the art of resume writing no matter your experience level or industry. This book delivers actionable insights in a clear concise format designed to help you create a resume that stands out from the crowd quickly and effectively. Inside this smartphone friendly eBook you'll discover 69 proven tips and strategies including Step by step guidance on writing a professional summary that grabs attention. How to tailor your resume to any job description for maximum impact. The best ways to quantify your achievements to showcase your value. Expert advice on overcoming employment gaps frequent job changes and other challenges. Resume templates and real life examples to help you craft your own. Insider secrets on optimizing your resume for Applicant Tracking Systems ATS to get past the initial screening. Don't risk sending out a lackluster resume that gets lost in the pile. If you're serious about landing the job this book will help you avoid the pitfalls that hold candidates back and show you how to present your best self on paper. Stop wondering stop procrastinating and start learning. This book like the other books in the Life Hacks Books collection gives you the tools to grow take action and get ahead. Whether you're applying for your first job making a career change or advancing in your field this guide will empower you to create a powerful resume in less than 30 minutes. Make today the day you invest in your future let your resume work for you. [The Resume Handbook](#) Pasquale De Marco, 2025-08-11 The Resume Handbook is your essential guide to landing your dream job. With its expert advice and practical tips you'll be able to create a resume and cover letter that will impress potential employers and help you achieve your career goals. In this comprehensive guide you'll learn how to Write a resume that highlights your skills experience and accomplishments. Craft a cover letter that will make you stand out from the competition. Network effectively to build relationships and find job opportunities. Interview with confidence and answer questions effectively. Negotiate salary and benefits to get the best possible offer. Whether you're a recent graduate a career changer or an experienced professional The Resume Handbook has something for you. This book covers everything from writing a compelling resume objective to tailoring your cover letter to specific jobs. You'll also learn how to use social media for professional growth join professional organizations and seek referrals and introductions. With its clear instructions practical advice and real world examples The Resume Handbook is the ultimate resource for anyone who wants to land their dream job. Don't let a weak resume or cover letter hold you back from achieving your career goals. Order your copy of The Resume Handbook today and start creating a resume and cover letter that will get you noticed. If you like this book write a review. **Resumes For Dummies** Joyce Lain Kennedy, 2011-01-13 Write a winning resume and land that job interview. Is your job search stalling out after you submit a resume but before you're offered an interview. With a recession that has caused a 10% unemployment rate affecting 15.3

million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and jobsearching Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door

The Hottest Resumes on Earth

Pasquale De Marco,2025-05-02 This book covers everything you need to know about resume writing from the basics to more advanced topics like keyword optimization and resume design Whether you re a recent graduate or a seasoned professional this book has something for you We ll show you how to write a resume that will highlight your skills and experience and help you land the job you want In this book you ll learn how to Write a strong objective statement Highlight your skills and experience Quantify your accomplishments Use keywords to get noticed Proofread and edit your resume Avoid common resume mistakes Tailor your resume to each job you apply for And much more The Hottest Resumes on Earth is the only resume writing guide you ll ever need With its expert advice and easy to follow instructions you ll be able to write a resume that will get you noticed and land you the job you want Don t wait another day to start your job search Order your copy of The Hottest Resumes on Earth today If you like this book write a review on google books

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Faith M. Davis,2012-03-19 Having an outstanding resume will make all the difference in your job search This book will give you the resume help you need so that you can either write your own using the resume tips resume templates resume outline and resume samples provided in this book or outsource the work with the advice provided about professional resume help and the resume builder online Plus get additional tips on the best resume format the resume objective and sample cover letters

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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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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

Top Secret Tips: How to Crush Federal Resumes joseph mercer,2020-03-15 **How to Write a Stellar Executive Resume** Brenda Bernstein,2018-01-02 How to Write a Stellar Executive Resume is a step by step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position Brenda Bernstein a Certified Executive Resume Master and author of the 1 Bestseller *How to Write a Killer LinkedIn Profile* shares the tips and tricks she s learned from more than two decades of helping job seekers get connected with the right position Readers will discover The importance of knowing the target audience and how to best connect with them Key social media tips for spreading the word about their skills and experiences Why good ol cover letters are important and how to use them effectively Power verbs to use and words to avoid Samples of successful resumes

For many executives conducting a job search it may have been quite a while since they were last looking. It's easier than ever to apply for a job and as a result there's a lot of competition for a limited number of openings. There's a lot to learn about the recruiting world we live in and the best ways to use the tools at our disposal. This book provides practical, proven, up-to-date best practices for creating an effective executive resume that gets results. **The AI Job Survival Guide** Sam Choo, Worried about AI taking your job. This guide shows you how to stay relevant, adapt fast, and build a future-proof career without needing to learn code. The AI Job Survival Guide is a clear, practical roadmap for anyone feeling anxious about automation, layoffs, or rapid change in the workplace. Whether you're an office worker, teacher, creative, freelancer, or mid-career professional, this book will help you take control of your future, one step at a time. In this actionable, non-technical guide, you'll learn how to identify which skills AI can't replace, use everyday AI tools to work smarter, reskill on your own schedule without going back to school, update your resume, brand, and mindset for the new world of work, build multiple income streams with confidence, lead with the human qualities machines can't mimic. If you're ready to stop worrying and start adapting, this book is your playbook. You don't need to catch up to the future; you just need to start moving with it. Perfect for readers of *Deep Work*, *The Tech-Wise Family*, and *Atomic Habits*, but made for the non-tech crowd. ***Buffett's Tips*** John M. Longo, Tyler J. Longo, 2020-12-22. What if you could learn financial literacy from Warren Buffett himself? Finance is a language like any other: the more fluently you speak it, the further and more comfortably you travel. And if you want to improve your financial literacy, what better teacher could you have than Warren Buffett? Often described as the greatest investor of all time, Warren Buffett started his investment firm with 100 in the late 1950s and went on to become the billionaire and sage we know today. Along the way, he's reaped huge profits for fellow investors in Berkshire Hathaway and remains one of the most sought-after and closely watched figures in the business world. So how did he do it? In *Buffett's Tips*, award-winning professor and professional investor John M. Longo demonstrates just how, by translating decades of Buffett's writings and media appearances into a 100 straightforward tips and strategies anyone can follow for enhanced financial literacy and independence, including essential concepts like the time value of money and compound interest, basic financial instruments such as savings and checking accounts and certificates of deposit, approaches to valuing stock including discounted cash flow and relative valuation, how to build a portfolio in accordance with Buffett's two golden rules. Whether you want to grow your personal finances, develop your business acumen, or improve softer career skills such as emotional intelligence, there's no one better to learn from than the most famous investor in the world, and no better way to do that than having a copy of *Buffett's Tips* close at hand. ***The Damn Good Resume Guide, Fifth Edition*** Yana Parker, Beth Brown, 2012-05-22. One of the best-selling resume books of all time and a trusted resource for job seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace. One of the best-selling resume books of all time and a trusted resource for job seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has

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formats Chapter 6 Best Practices for Resume Writing with AI Tools Highlighting skills and achievements Using action verbs and quantifiable results Updating and maintaining your resume Chapter 7 Case Studies and Success Stories Real examples of AI built resumes landing interviews Tips from recruiters on AI resumes Chapter 8 Future of AI in Career Development AI powered cover letters and portfolios Integration with job search platforms Ethical considerations and data privacy

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What Color Is Your Parachute? Guide to Job-Hunting Online, Sixth Edition Mark Emery Bolles, Richard N. Bolles, 2011-05-17 Before you start your Internet job hunt there are some things that you must know like Why are job sites like Monster and CareerBuilder so stunningly ineffective What can you do to make sure your resumes survive the elimination process How do you find the information that search engines like Google can't How can you tell the difference between a genuinely helpful job board and a website designed only to collect resumes When are hobby forums more helpful than business networking sites When is the Internet not helpful when job hunting What is the fatal flaw of all social networking sites The Guide to Job Hunting Online 6th Edition not only answers these questions and many more but shows you how to comprehensively and effectively use the Internet for all aspects of your job hunt This companion to What Color Is Your Parachute the best selling job hunting book in the world has been completely rewritten for our changing times and includes hundreds of updated website recommendations and descriptions The Guide to Job Hunting Online shows you how to quickly find the data that will be most helpful to you how to identify and research the places where you will most enjoy working how to leverage the power of social networking sites and how to use your Internet time most effectively avoiding the common pitfalls and setting you up for success

Business and Professional Writing: A Basic Guide, Third Edition Paul MacRae, Joel Hawkes, Laura Fanning, 2025-09-04 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 and realistic examples and practical strategies ensure clarity concision courtesy correctness and positivity at every turn 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

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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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