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RESUNE TFMPIATF



DEBORAH HOLMES

SECRETARY | ADMINISTRATIVE MANAGER

Temecula, CA 978-716-7692

debholmes@gmail.com

Linkedin/deborah-holmes

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.

EDUCATION

MOS Expert, Microsoft Office Certification, 2018, Califonia

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 Workelace
- Able to type 100 WFM
- · Confident and articulate communicator - verbal and
- Professional and courteous
- · Able to cultivate relationships at all levels
- Friendly team player
- Adaptable and handles. challenges with a smile

WORK EXPERIENCE

Executive Secretary

Darvin Health Care Group

Tucson, AZ · Maintain partners' schedules, keep accurate records, and organize travel

- 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 2550.

Legal Secretary

Barryon Ranch Inc.

2014 - 2017 Tucson, AZ

2017 - Present

- 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

2011-2014 Tucson, AZ

- Recreded transcribed and distributed minutes of daily meetings.
- Ariswered, 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
- Performed administrative duties including photocopying and filing while greeting visitors and responding to queries

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Joyce Lain Kennedy

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