

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

Lei Shi

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, positioned to the right of the name 'Lei Shi'.

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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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

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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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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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