

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

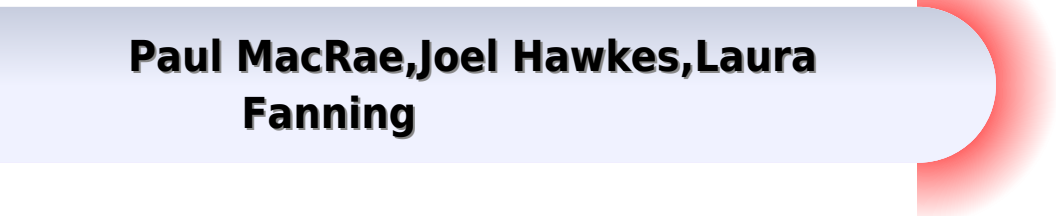
2011 - 2014

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

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**Paul MacRae, Joel Hawkes, Laura
Fanning**



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that serves as a powerful online presence showcasing their portfolio and connecting them with potential clients Create engaging and informative presentations that leave a lasting impression on their audience Collaborate effectively with other professionals in the interior design industry leading to successful project outcomes Whether you are a seasoned interior designer looking to refine your skills or an aspiring designer eager to learn the ropes this book is your ultimate guide to mastering visual communication and achieving success in the field of interior design With its comprehensive coverage of essential topics and its practical hands on approach this book is a must have resource for any interior designer who wants to take their visual communication skills to the next level If you like this book write a review

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Design Portfolios Mark W. Smith,2023-03-08 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your

Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today's competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter's View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author's time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design Portfolios A Recruiter's View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work

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Table of Contents Resume Template Tips Sign In

1. Understanding the eBook Resume Template Tips Sign In
 - The Rise of Digital Reading Resume Template Tips Sign In
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Tips Sign In
 - 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 Sign In
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Tips Sign In
 - Personalized Recommendations
 - Resume Template Tips Sign In User Reviews and Ratings

- Resume Template Tips Sign In and Bestseller Lists
- 5. Accessing Resume Template Tips Sign In Free and Paid eBooks
 - Resume Template Tips Sign In Public Domain eBooks
 - Resume Template Tips Sign In eBook Subscription Services
 - Resume Template Tips Sign In Budget-Friendly Options
- 6. Navigating Resume Template Tips Sign In eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Tips Sign In Compatibility with Devices
 - Resume Template Tips Sign In Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Tips Sign In
 - Highlighting and Note-Taking Resume Template Tips Sign In
 - Interactive Elements Resume Template Tips Sign In
- 8. Staying Engaged with Resume Template Tips Sign In
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Tips Sign In
- 9. Balancing eBooks and Physical Books Resume Template Tips Sign In
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Tips Sign In
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Tips Sign In
 - Setting Reading Goals Resume Template Tips Sign In
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Tips Sign In
 - Fact-Checking eBook Content of Resume Template Tips Sign In
 - 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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