

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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Puja Mehta



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Practical Guide to SAP CO Templates Tom King, 2018-07-13 **Day One Junos Tips, Techniques, and Templates**
Jonathan Looney, 2011-04-29 **A Recruiter's Guide to Job Hunting** Eric Knott, 2012-03-31 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don't hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search **Google Resume 2017: An Easy Guide to the Best Features**
Gack Davidson, The name Google has long been associated with technology and a platform that you can trust for anything It has a wealth of information and users can get up to the minute information to them with a simple search The developers of Google have extended the platform and have now created a platform called Google Resume Essentially it is a platform that is used to produce a professional resume by helping the user to do this It is effortless and helps the user to produce a resume in a short amount of time There are many resume templates that are professional and trendy from which the user can choose It is quite easy to choose and modify any one of the templates so it can match your individual taste This book will seek to introduce the reader to this platform and let them become knowledgeable of what can be done when using this service

Design Visualization for Interiors: A Comprehensive Guide to Visual Communication Pasquale De Marco, 2025-03-10 In today's competitive interior design industry effective visual communication is essential for success This comprehensive guidebook provides interior designers with the knowledge and skills they need to master visual communication and elevate their design presentations With clear and concise language this book delves into the fundamentals of visual communication in interior design covering topics such as design graphics digital portfolios resumes and cover letters website design visual presentation techniques and collaboration with other professionals Through step by step instructions and inspiring examples readers will learn how to Create stunning design graphics that convey their design ideas with clarity and impact Craft digital portfolios that showcase their work in the best possible light and attract more clients Design resumes and cover letters that effectively communicate their skills and qualifications increasing their chances of landing their dream job Build a

professional website 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

The Complete Idiot's Guide to Google Chrome and Chrome OS Paul McFedries,2010-08-03 A nontechnical manual for groundbreaking technology The Complete Idiot s Guide to Google Chrome OS presents readers with a clear overview of Google s free operating system targeting users of netbook computers and allowing them to work primarily on the web including how to send e mail work with pictures save and manage files use common office applications as well as more specialized programs and deal with problems Available day and date with the software Chrome OS will be free making it very competitive with Windows 7 Google boasts that Chrome OS will start up and get the user onto the web in a few seconds without having to contend with viruses malware and security updates *Discover Your True Career Path: A Guide to Finding Meaningful Work and Achieving Lifelong Success* Denver Randall,2025-04-17 Are you feeling stuck unfulfilled or uncertain about your career direction Do you long for work that ignites your passion and aligns with your values This book is your roadmap to discovering a fulfilling and meaningful career path This book goes beyond generic career advice providing practical strategies and insightful exercises to help you identify your core values passions and skills explore different career options and industries overcome limiting beliefs and fears create a compelling resume and cover letter and develop a strategic action plan to achieve your career goals Whether you re a recent graduate a seasoned professional considering a career change or simply feeling unfulfilled in your current role this book offers invaluable guidance and support Filled with real life examples practical tips and actionable steps it equips you with the tools and knowledge needed to navigate the complexities of the job market and design a career that truly resonates with you You deserve a career that brings you joy challenges you and makes a difference This book provides the clarity direction and encouragement you need to take control of your professional destiny and create a future filled with purpose and success *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 *Fire Services Recruitment* Brent Clayton, 2012-07-12 Discover EXACTLY what you need to do to get your place on the next Firefighter Recruit Course 90% of Aspiring Firefighters have succeeded in landing a job in the fire service using my Resources Training Without ANY Knowledge of Fire Service Recruitment or any previous training on how to become a Firefighter With the right tools and the right training Anyone Has a fighting chance This book shows you in detail EXACTLY how the process works from how to make the first right impression passing the Aptitude test Beep Test Tips to how to get through the interview With a precise step by step plan you need to follow to make them work for YOU *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

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The Complete Idiot's Guide to the Perfect Resume, 5th Edition Susan Ireland,2010-01-05 Resum revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resum s preparation is different than even a few years ago This new edition has changed with the times focusing on what s most important in an electronic resum Full of successful resum samples and cover letters the book also focuses on the key words and phrases that will bring readers resum s to the top of the HR pile More than 100 samples of real life resum s and cover letters many of them new Founded in real life

experience without the rigid resume writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens **Business and Professional Writing: A Basic Guide for Americans** Paul MacRae,2016-05-30 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide for Americans is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout Business and Professional Writing: A Basic Guide, Third Canadian Edition Paul MacRae,Joel Hawkes,Laura Fanning,2025-03-19 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 The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message 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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Jennifer Anne Garcia ,2023-02-24 An easy to follow guide that takes the pain out of resume writing to make room for real career change This eBook Plus provides additional resources and templates to help you make progress faster In this eBook you will learn a proven strategy to up level your career hint it s not what you think simple structure and formatting tips for 1 page resume an embarrassing resume before and after the secret recipe for 5 Layer Career Change cake use he Wheel of Success what you need to gain confidence and clarity easy yet powerful steps towards meaningful and lasting career change how to create your best resume ever **Top Secret Resumes and Cover Letters: The Complete Career Guide for All**

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