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RESUME TEMPLATE



DEBORAH HOLMES

SECRETARY | ADMINISTRATIVE MANAGER



Temecula, CA



debholmes@gmail.com



978-716-7692



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 2016.

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

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 25%

Legal Secretary

Barryon 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

JetMe Group

2013 - 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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Technical Tips for Hand Surgery Morton L. Kasdan,Peter C. Amadio,William H. Bowers,1994 This is a book of surgical information collected from dozens of experienced hand surgeons from the United States and elsewhere The contributors have submitted short descriptive vignettes often illustrated of technical improvements that have resulted in a better outcome for the patient Searcher ,2002 *Resumes For Dummies* Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume Young Person's Guide to Getting and Keeping a Good Job, Third Edition Michael Farr,Marie A. Pavlicko,2006 Whether young people are seeking a part time job internship summer job or their first full time job this workbook can teach them how to approach their job search on the right foot and make the most of their employment experience This outstanding best selling workbook gives students a full understanding of how to identify their skills document their experiences and prepare a resume excel in job interviews survive on the job and much more This third edition includes updated career information and more content dedicated to job retention SCANS skills have been incorporated as well as unique topics covering entrepreneurship and computer based applications Information is

also included on digital portfolios and using the Internet in the job search Central to the book's effectiveness is Michael Farr's philosophy of self directed attitudes and behaviors Students will gain an understanding of the entire process while building confidence in their ability to market themselves to employers **Job Hunters' Sourcebook** Amy Darga,2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches *Nutrition in Public Health* Sari Edelstein,2017-02-25 Thoroughly revised and updated Nutrition in Public Health explores the complex multifaceted array of programs and services that exist in the United States today that are dedicated to bettering population health through improved nutrition The Fourth Edition explores the subject by first considering how nutrition fits into public health and then by examining policymaking assessment and intervention methods special populations food security and program management

101 Best Resumes for Grads Jay A. Block,Michael Betrus,2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads

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