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— 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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Wenbin Ji



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THE WAY to New Employment in 6 Stages Mark Richardson MA, 2019-07-26 *THE WAY to New Employment in 6 Stages* is the first practical step by step handbook for serious career professionals seeking to make a highly effective career transition *THE WAY* represents the methodology which may be viewed as The Proven Way The Best Way The Certain Way The Sure Way The Most Efficient Way *THE WAY* is uniquely value adding based on the combination of the following distinctions Written by an accomplished insightful faith anchored career empowerment subject matter expert The first practical proven stage by stage and step by step guide to new employment and career fulfillment The 6 traits necessary to ensure campaign success *THE WAY* to defining the desired destination creating the ultimate master plan crafting the high impact marketing portfolio working smart and excelling in the interview process and increasing one's odds of securing the new career opportunity A faith based G P S Guided Placement System TM 12 Invaluable Insider Insights on some of the most challenging career transition campaign challenges High impact proprietary tools aligned to the 6 Stage C A R E E R Road Map to New Employment The SECRET INGREDIENT to dramatically improving one's success rate in an employment transition A 7th Stage going beyond landing the new employment opportunity providing the SECRET to Career Fulfillment *THE WAY* may be viewed as advanced job search training for the serious career transition professional and more *THE WAY* truly is the book that has been sought and needed by career professionals it is the only handbook you really need to make a successful career transition Kansas Employability Skills Curriculum Guide, 1990 InfoWorld, 1990-06-04 *InfoWorld* is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers *InfoWorld* also celebrates people companies and projects **Advanced Microsoft Word 7** Nita Hewitt Rutkosky, Judy Dwyer Burnside, Joanne Marschke Arford, 1997

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

Resumes for the Health Care Professional Kim Marino, 2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America's fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade *Resumes for the Health Care Professional* has been the relied upon resource for professionals in health care Now it has been newly updated to help you take advantage of the opportunities and prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry *Resumes for the Health Care Professional* provides Examples culled from the author's vast bank of health care resumes including registered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing positions

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