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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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Bob LeVitus



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Table of Contents Resume Template Tips Install

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

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