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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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**Resumes for Computer and Web Jobs** Wendy S. Enelow, Louise Kursmark, 2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive [Visual Basic .NET Tips & Techniques](#)

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**Master Microsoft Word 2000 Visually** Shelley O'Hara, 2000 O'Hara offers the definitive power user's guide for Word 2000 featuring the 3D visual approach This text is designed to appeal to more sophisticated users with comprehensive text examples and instructions CD includes a fully searchable Acrobat version of the book samples documents and templates

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**98 Bible** Bob LeVitus, 1998 The comprehensive hands on tutorial reference gives readers all they need to know for mastering Office 98 for the Macintosh Bob LeVitus is one of the best known writers and trainers among Macintosh users

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