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RESUME TEMPLATE



DEBORAH HOLMES

SECRETARY | ADMINISTRATIVE MANAGER



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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 15%

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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Wendy S. Enelow, Louise Kursmark

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Microsoft Word 2000 Teresa Adams,Stella Smith,1999-04 An introduction to Microsoft Word 2000 **Dynamite Resumes** Ronald L. Krannich,Caryl Rae Krannich,1997 Outlines key resume writing and distribution principles and includes winning examples *Special Edition Using Microsoft Office Word 2003* Bill Camarda,2004 bull Offers practical business focused coverage of Word s key enhancements including real time collaboration and XML support bull Superior coverage of features that have always been essential to Word users such as Charts DTP Software Field Codes and Privacy and Security bull CD package is a super value including WOPR and one hour of video training **10 Minute Guide to Word 97** Peter G. Aitken,1996 The 10 Minute Guide to Word 97 offers simple practical help for busy people who need fast results Through goal oriented 10 minute lessons you ll learn all the essential tasks for creating professional documents 10 minutes is all you need to learn how to create new documents and set up templates master basic editing skills cutting copying and pasting find and replace formatting and special characters organize your documents with page numbers headers and footers add impact to your text with fonts borders and shading present information effectively with tables outlines and custom tab stops manage your files in a snap and build your own Web documents **Computerworld** ,1977-09-19 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld

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Service, 1969 **Macworld Office 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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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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