



ABOUT ME

Experienced Format Specialist with a demonstrated history of working in the advertising industry. Skilled in Document Formatting, Office Management, and Microsoft Office. Strong administrative professional with a Bachelor's Degree in Business Administration from Columbia University.

LINKS

LinkedIn:
www.linkedin.com/in/joan-holloway

Twitter:
www.twitter.com/joan-holloway

REFERENCE

DON DRAPER
Sterling Cooper Advertising Agency
T: +1 234 567 891
E: don.draper@example.com

HOBBIES

- READING
- COOKING
- TRAVELING
- FASHION
- MUSIC

JOAN HOLLOWAY

FORMAT SPECIALIST

- New York, USA, New York, 10001, USA
- +1 234 567 890
- joan.holloway@example.com

WORK EXPERIENCE

STERLING COOPER
ADVERTISING
AGENCY
New York
Jan 2007 - Dec 2010

Office Manager

- Managed office operations and administrative staff.
- Implemented new document formatting standards.
- Coordinated with creative team to ensure consistency in document design.
- Trained new hires on office procedures and document formatting.

STERLING COOPER
ADVERTISING
AGENCY
New York
Jan 2005 - Dec 2006

Secretary

- Managed executive's schedule and correspondence.
- Assisted in preparing and formatting documents.
- Coordinated meetings and events.
- Maintained office organization and document filing system.

EDUCATION

COLUMBIA
UNIVERSITY
New York
2004

Bachelor's Degree in Business Administration

- Specialized in Office Management.
- Completed a course in Advanced Document Formatting.

NEW YORK HIGH
SCHOOL
New York
2000

High School Diploma

- Excelled in Business Studies.
- Participated in Office Management Club.

SKILLS

DOCUMENT FORMATTING

OFFICE MANAGEMENT

MICROSOFT OFFICE

COMMUNICATION

ORGANIZATION

TIME MANAGEMENT

LANGUAGES

ENGLISH

FRENCH

SPANISH