

ANNA

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HOLLEY

EDUCATION

Parkview Baptist School
Class of 2018

Louisiana State University
College of Art + Design
B.A. Digital Art
Minor in Business Administration
August 2018 - Current
Class of 2023

SKILLS

Microsoft Office

Microsoft Excel 2019
Microsoft Word 2019
Microsoft Access 2019
Microsoft Powerpoint 2019

Adobe Creative Cloud

Adobe Illustrator 2020
Adobe Photoshop 2019
Adobe After Effects 2019

Rhino 7
Grasshopper

Unreal Engine

ACTIVITIES

EXPERIENCE

ASSURANCE FINANCIAL *MAY 2016 - JANUARY 2020*
Administrative Assistant

- *Assisted with shipping final documents / handled registering loans to MERS / sent out emails for insurance transfers.*
- *Prioritized and managed multiple tasks and competing priorities in servicing request from senior managers.*
- *Maintained an efficient office environment by skillfully routing incoming and outgoing emails*

QUALITY FIRST MARINE *APRIL 2020 - AUGUST 2020*
Administrative Assistant

- *In charge of upkeeping the appearance of the office and maintaining complete sanitation of the office during Covid-19 outbreak.*
- *Updating inventory and organizing filing cabinets when needed.*
- *In charge of the monthly newsletter.*
- *Running errands such as dropping off mail or picking up office supplies.*