

JOHN DOE

johndoe@acme.com
555.555.5555

101 John Doe Lane
Los Angeles, CA 55555

SOFTWARE & SKILL SETS

- Microsoft Windows NT/2000/XP/Vista
- Microsoft Office 2000/2003/2007
- Microsoft Visio 2002/2003
- Adobe Photoshop 7.0
- Adobe Acrobat 6.0/7.0
- Adobe PageMaker 7.0

PROFESSIONAL EXPERIENCE

ACME Technical Services

Los Angeles, CA

January 2009-Current

Technical Writer

- Develops and maintained technical documentation/specifications, business documents, training materials, end user manuals, and procedures for various systems and applications
- Writes requirements analysis documentation for new and legacy systems
- Reviews existing documentation for updates and revisions
- Edits and proofs project documentation

ACME Writing Services

Los Angeles, CA

December 2007-January 2009

Publications Specialist

- Developed and maintained technical documentation for systems, applications, and procedures
- Wrote communications to staff using emails, flyers, or newsletters
- Reviewed existing documentation for updates and revisions
- Edited and proofed documentation
- Developed and maintained business documents
- Prepared and developed executive presentations

April 2005-December 2007

Publications Specialist Associate

- Wrote communications to staff using emails, flyers, or newsletters
- Reviewed existing documentation for updates and revisions
- Developed and maintained business documents
- Developed written correspondence
- Edited and proofed documentation
- Assisted publications specialists with various tasks

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EDUCATION

ACME University

Los Angeles, CA

August 2000-April 2004

- Obtained Bachelor of Arts degree in English

ACME High School

Los Angeles, CA

June 2000

- Obtained high school diploma

HONORS & AWARDS

- **ACME Writer's Award 2008** – recognized by ACME Technical Services for providing critical documentation for a client
- **ACME Writer's Honor 2007** – recognized by ACME Writing Services for providing outstanding documentation

INTERESTS

- Reading and writing
- Computers and new technology
- New media