Jane Smith

*Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.*

**CORE COMPETENCIES**

• Customer Service & Relations • Detail Oriented and Organized

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­**PROFESSIONAL EXPERIENCE**

Present

Aug 2006

Jan 2006

Jul 2004

3M INC., New York City, New York

*Administrative Assistant*

• Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.

 • Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.

FLORIDA DEPARTMENT OF SOCIAL SERVICES, Orlando, FL

*Rehabilitation Counselor*

• Analyzed information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

 • Developed and maintained strong relationships with community referral sources such as schools, churches, government resource centers, and local businesses.

**EDUCATION**

Present

Aug 2006

Jan 2006

Jul 2004

NEW YORK STATE UNIVERSITY, NEW YORK, NY

*Master of Arts in Finance*

• GPA: 4.3/4.9

FLORIDA STATE UNIVERSITY, ORLANDO, FL

*Bachelor of Arts in Finance*

**ADDITIONAL SKILLS**

• Expert in Microsoft Office Suite and Adobe Illustrator CS5

• Bilingual in Spanish and English



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