**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

• Cost Efficient

• Developing Valuable Partnerships

• Detail Oriented and Organized

**PROFESSIONAL EXPERIENCE**

**3M INC., New York City, New York**

*Present - Aug 2015 // Administrative Assistant*

• Direct office services such as budget preparation, personnel issues, and housekeeping, vastly reaming wasted time and saving 1,000 per year in labor assts.

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

**FLORIDA DEPARTMENT OF SOCIAL SERVICES, ORLANDO, FL**

*Jul 2015 - Jan 2013 // 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.

 • Coordinated counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.

**EDUCATION**

**FLORIDA STATE UNIVERSITY, Orlando, FL**

*Mar 2012 // Bachelor of Arts in Finance*

• GPA: 3.7/4.0

 • Published in school’s newspaper editorial

 • Summer Internship for the New York Times

**ADDITIONAL SKILLS**

• Expert in Microsoft Office Suite and Adobe Illustrator CS5

• Bilingual in Spanish and English



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