**Jane Smith**

Address Line 1 Address Line 2, City, State Zip • (212) 256-1414 • jane.smith@gmail.com

*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.*

PROFESSIONAL EXPERIENCE

3M INC.,

New York City, NY

Present - Apr 2006

FLORIDA DEPARTMENT OF SOCIAL SERVICES Orlando, FL

Jul 2004 - Aug 2006

**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.

**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

FLORIDA STATE UNIVERSITY

Orlando, FL

Aug 2004

**Master of Arts in Finance**

• GPA: 4.3/4.9

ADDITIONAL SKILLS

• Expert in Microsoft Office Suite and Adobe Illustrator CS5

• Bilingual in Spanish and English

AWARDS AND HONORS

• Employee of the Month for 3 consecutive months in H&M

• Won the “Writer’s Digest” 2002 Award

• Awarded an employee travel award due to “Performance Excellence