**Jane**

**Smith**

Address Line 1

Address Line 2

City, State Zip

(212) 2561414 jane.smith@gmail.com

CAREER OBJECTIVE

*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.*

**ADDITIONAL SKILLS**

• Proficient in Microsoft Office and

• Certified CPR and First Aid

• Adobe Illustrator CS5

• Volunteer in Soup Kitchen

**PROFESSIONAL EXPERIENCE**

Present

Apr 2006

May 2006

Aug 2004

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

*Administrative Assistant*

• Direct office service 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.

• 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.

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

**EDUCATION**

May 2004

**Florida State University, Orlando, FL**

*Bachelor of Art in English*

• GPA 3.3/4.0

• Published in school’s newspaper editorial

• Summer Internship for the New York Time

**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