**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.*

**CORE COMPETENCIES**

• Customer Service

• Cost Efficient

• Detailed and organized

• Developing Supplier Relationships

**PROFESSIONAL EXPERIENCE**

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

*Administrative Assistant // Apr 2006 – present*

• 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.

• Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.

• Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

**Florida Department of Social Services, Orlando, FL**

*Rehabilitation Counselor // Aug 2004 – May 2006*

• 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.

• Counseled clients or patients, individually or in-group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.

• Collaborate with clients' families to implement rehabilitation plans such as behavioral, residential, social, and employment goals.

• Developed diagnostic procedures to determine clients' needs.

**EDUCATION**

**Florida State University, Orlando, Florida**

*Bachelor of Art in English, May 2004*

GPA 3.3/4.0

* 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