**JANE SMITH**

Address Line 1 Address Line 2, City, State Zip (212) 256-1414 - 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.

**CORE COMPETENCIES**

• Customer Service & Relations

• Detail Oriented and Organized

• Cost Efficiency and Streamlining

• Training and Delegating

**PROFESSIONAL EXPERIENCE**

**EDUCATION**

**ADDITIONAL SKILLS**

**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.

**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.

**Florida State University, Orlando, FL**

*Bachelor of Art in English // May 2004*

* Expert in Microsoft Office Suite and Adobe Illustrator
* Bilingual in English and Spanish