

# Jane Smith

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

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## PROFESSIONAL PROFILE

- Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality
- Adept at interdepartmental coordination and communication
- Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook
- Honed company filing and reporting procedures, saving \$3000 annually

## PROFESSIONAL EXPERIENCE

### **3M INC., New York, NY**

*Administrative Assistant, Apr 2006 - present*

- Read and analyze 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 board of directors.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personal issues, and housekeeping, to aid executives.
- Prepare invoices, reports, memos, letters, financials 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*

- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed
- Services can be developed
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility
- Information, services provided with community referral sources, such as schools and community groups.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and Diagnostics evaluations to assess clients' abilities, needs, and eligibility for services

## EDUCATION

### **FLORIDA STATE UNIVERSITY, Orlando, FL**

*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

- Proficient in Microsoft Office and Adobe Illustrator CS5
- Bilingual Spanish and English
- Certified CPR and First Aid

## 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" 2 years in a row through 3M Inc.