

Jane Smith

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City, State Zip
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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

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

May 2006
Aug 2004

- 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"