

# Jane Smith

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

## CAREER OBJECTIVE

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Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possess impeccable written and verbal communication skills and excellent interpersonal skills.

## CORE COMPETENCIES

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- Customer Service
- Cost Efficient
- Detailed and Organized
- Supplier Relationship

## PROFESSIONAL EXPERIENCE

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

*Administrative Assistant, Apr 2015 – 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 2011 – May 2015*

- 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, narratives of client contacts, and relevant correspondence.
- Develop and maintain relationships with community referral sources, such as schools and community groups.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.
- Counsel clients or patients, individually or in-group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.

## EDUCATION

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

*Bachelor of Art in English, May 2011*

- GPA: 3.3/4.0

## ADDITIONAL SKILLS

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- Proficient in Microsoft Office and Adobe Illustrator
- Bilingual Spanish and English
- Employee of the Month for 3 consecutive months at 3M Inc.

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Oh, and by the way, **you're also going to need a cover letter**.

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