**Jane Smith**

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

**PROFESSIONL 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.