



# KELLY BLACKWELL

Administrative Assistant

(210) 268-1624 

kelly.blackwell@gmail.com 

324, Blackwood Street   
San Antonio, TX 78203

## CAREER OBJECTIVE

Administrative Assistant with 7+ years of experience working directly for the CEO of Regions Financial, a Fortune 500 company. Possesses a Global MBA, impeccable written and verbal communication skills, and excellent interpersonal skills.

## PROFESSIONAL EXPERIENCE

**ADMINISTRATIVE ASSISTANT** Aug 2012-Present  
Regions Financial, Birmingham, AL

- Streamline direct office services such as departmental finances, records, budget preparation, personnel issues, and housekeeping, vastly reducing wasted time and saving \$150,000 per year.
- Read and analyze incoming reports and memos to determine their importance and plan their distribution across a staff of 15.

**REHABILITATION COUNSELOR** Sep 2008-Jul 2012  
Virginia Department of Social Services, Richmond, VA

- Strategized with 200+ clients to help them achieve goals, choose rehabilitation programs plans, and develop a menu of options for accessing necessary social services.
- Trained a team of 4 interns to prepare and maintain case files, documenting clients' personal and eligibility information, services provided, narratives of clients' contacts, and relevant correspondence.

**SECRETARY** Jun 2007-Aug 2008  
Bright Spot LTD, Boston, MA

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management.

## EDUCATION

**Executive MBA (GPA 3.7/4.0)** November 2007  
Brown University, St. Providence, RI

**Bachelor of Arts in Finance (GPA 3.7/4.0)** May 2005  
Brown University, Providence, RI

*Relevant Coursework:* Economics, Marketing, Data Management  
*Awards & Honors:* Ivy League Debate Championship  
*Extracurricular Activities:* Hockey Team Captain

## LICENSES & CERTIFICATIONS

Certified Administrative Assistant (CAA)	2015
CPR Certified	2018
HIPPA Certified	2019

## ADDITIONAL SKILLS

Analytical Thinking	Problem Solving
Team Leadership	Tolerant & Flexible
Organization & Prioritization	Strong Communication

## REFERENCES

<b>John Goldsmith</b> Regions Financial  (210) 123-1268 john.goldsmith@regions.com Direct Manager/Supervisor	<b>Mark Adler</b> Regions Financial  (210) 123-1265 mark.adler@regions.com Director HR
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- If your resume is two pages, you can fill in details here, or just delete this page.
- If you need to add yet another job experience, continue writing your bullet points on page one. The text will move onto this page eventually.
- You can delete the text boxes on page one and make use of the text boxes added here.
- Good luck on the job search, and we hope this template will land you more interviews!

Dear Job Seeker,

If you're struggling to write your resume, **don't worry**. You're in good company – everyone has difficulties making a resume.

Here are some links can help you make the best one possible:

- [Free Resume Builder](#)
- [How to Write a Resume](#)
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Oh, and by the way, **you're also going to need a cover letter**.

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

EDUCATION

LICENSES &  
CERTIFICATIONS

ADDITIONAL SKILLS

REFERENCES