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.

324, Blackwood Street

San Antonio, TX 78203

(210) 268-1624

kelly.blackwell@gmail.com

REFERENCES

ADDITIONAL SKILLS

LICENSES & CERTIFICATIONS

PROFESSIONAL EXPERIENCE

EDUCATION

CAREER OBJECTIVE

KELLY BLACKWELL

Administrative Assistant

**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.

**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

Certified Administrative Assistant (CAA) 2015

CPR Certified 2018

HIPPA Certified 2019

Analytical Thinking Problem Solving

Team Leadership Tolerant & Flexible

Organization & Prioritization Strong Communication

**John Goldsmith Mark Adler**

Regions Financial Regions Financial

(210) 123-1268 (210) 123-1265

john.goldsmith@regions.com [mark.adler@regions.com](mailto:mark.adler@regions.com)

Direct Manager/Supervisor Director HR

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* 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!

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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:

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EDUCATION

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