**Jane Smith**

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# CAREER OBJECTIVE

Administrative Assistance 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

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

# PROFESSIONAL EXPERIENCES

## 3M Inc., New York, NY

*Administrative Assistant, May 2011 - 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.
* Direct or coordinate the supportive services department of a business, agency, or organization.

## 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, 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

## Florida State University, Orlando, FL

## *Bachelor of Art in English, May 2012*

* GPA: 3.3/4.0

# ADDITIONAL SKILLS

* Proficient in Microsoft Office and Adobe Illustrator
* Bilingual in Spanish and English
* Certified CPR and First Aid
* Awarded an employee travel award due to “Performance Excellence” 2 years in a row through 3M Inc.

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Or, here’s some other content that might help you finish your resume.

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* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
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* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
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