**Jane Smith**

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

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| PROFESSIONAL PROFILE |
| * Administrative Assistant with 6+ years of experience organizing 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, May 2015 – 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 2011 – Apr 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 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**  ***Masters in English May 2011***   * GPA: 3.3/4.0 * Published in school's newspaper editorial * Summer internship for the New York Times   **NEW YORK STATE UNIVERSITY, New York, NY**  ***Bachelor of Art in English, Oct 2008***   * Summa Cum Laude * Dean's list * GPA: 4.0/4.0 |
| ADDITIONAL SKILLS |
| * Proficient in Microsoft Office and Adobe Illustrator CS5 * Bilingual Spanish and English * Certified CPR and First Aid |

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. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

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

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [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)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

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

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)