**Jane Smith**

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

# Career Objective

Administrative Assistant 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 EXPERIence

## 3M Inc., New York, NY

## *Administrative Assistant, May 2015 – 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 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, 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 2011*

* GPA: 3.3/4.0

# Additional Skills

* Proficient in Microsoft Office (Powerpoint, Outlook, Word, Excel, Access)
* Fluent in Spanish (written and spoken)
* Employee of the Month for 3 consecutive months at 3M Inc.

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)
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