**Jane Smith**

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

**PROFESSIONL PROFILE**

* Administrative Assistant with 6+ years of experience organizing of 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

**EDUCATION**

**FLORIDA STATE UNIVERSITY, Orlando, FL**

*Bachelor of Art in English May 2011*

* GPA: 3.3/4.0
* Published in school's newspaper editorial
* Summer internship for the New York Times

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office and Adobe Illustrator
* Bilingual Spanish and English
* Certified CPR and First Aid

**AWARDS AND HONORS**

* Employee of the Month for 3 consecutive months at 3M Inc.
* Won the "Writer's Digest" 2014 Award.
* Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 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)
* [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)