KELLY BLACKWELL

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CAREER OBJECTIVE

Administrative Assistant with 9+ 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.

SUMMARY OF QUALIFICATIONS

- Customer Service & Relations
- Cost Efficiency and Streamlining

- Detail Oriented and Organized
- Training and Delegating

PROFESSIONAL EXPERIENCE

Regions Financial, Birmingham, AL
Administrative Assistant, Aug 2012 – present

- 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 in labor costs.

- Read and analyze incoming reports and memos to determine their importance and plan their distribution across a staff of 15 people.

- Conduct in-depth research, compile data, and prepare papers for consideration in biannual reviews presented to high-level executives and governing committees.

Virginia Department of Social Services, Richmond, VA
Rehabilitation Counselor, Mar 2008 – Jul 2012

- Strategized with 20+ 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 and records, documenting clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.

- Developed and maintained strong relationships with community referral sources, such as schools, churches, government resource centers, and local businesses.

- Organized a successful fundraiser, bringing in over $20,000 for the center to make new purchases and upgrade old equipment.

EDUCATION

Brown University, St. Providence, RI
Bachelor of Arts in Finance, May 2005

- GPA: 3.7/4.0

ADDITIONAL SKILLS

- Expert in Microsoft Office Suite and Adobe Illustrator CS5
- Bilingual in Spanish and English