

# Jane Smith

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## CAREER OBJECTIVE

Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.

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## CORE COMPETENCIES

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

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## PROFESSIONAL EXPERIENCE

### 3M INC., New York, NY

#### *Administrative Assistant, Apr 2006 – 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.

### 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.

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## EDUCATION

### FLORIDA STATE UNIVERSITY, Orlando, FL

#### *Bachelor of Art in English, May 2004*

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

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## ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Illustrator CS5
- Bilingual Spanish and English
- Employee of the Month for 3 consecutive months in H&M
- Won the "Writer's Digest" 2002 Award
- Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 3M Inc.