

JANE SMITH

Placeholder City, IL | 123-123-4567 | Email Address: hello@placeholderdomain.com

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 CITY, 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 sensitive client information
- 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

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Illustrator
- Bilingual Spanish and English

AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in 3M Inc.