

# JANE ADDMIN

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

## CAREER OBJECTIVE

Administrative Assistant with 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

- Microsoft office
- Outlook
- Detailed and Organized
- Scheduling

## PROFESSIONAL EXPERIENCE

### *Office Manager, May 2017 – present*

- Printed daily timesheets, input employee time, review billing packets
- Created yearly purchase orders and work orders for the upcoming year
- 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.

### *Rehabilitation Counselor, Aug 2015 – Apr 2017*

- 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.

## EDUCATION

Placeholder University, USA  
*Bachelor of Art in English, May 2014*

- GPA 3.3/4.0

## ADDITIONAL SKILLS

- Bilingual Spanish and English
- Certified CPR and First Aid

## AWARDS AND HONORS

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