**Kelly Blackwell**

Kelly.Blackwell@gmail.com • [www.linkedin.com/in/kellyblackwell](http://www.linkedin.com/in/kellyblackwell) • (703) 555-5555

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* 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**

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Microsoft Office • Customer Relationship Management • Spanish • Adobe Illustrator

Equipment Maintenance • Project Management • WordPerfect • Lotus

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3M INC. — New York, NY **Aug 2014 – Present**

**Administrative Assistant**  Worked directly with the President of 3M Inc., a Fortune 500 company. Assisted with all administrative tasks including scheduling meetings, organzing international travel, and distributing memos.

* Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
* Set goals and deadlines for the department, **achieving a 100% success rate** over the course of Q4
* Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives
* Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems

FLORIDA DEPARTMENT OF SOCIAL SERVICES — Orlando, FL **Oct. 2012 – Aug. 2014**

**Rehabilitation Counselor** Counseled clients and patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life circumstances, and making positive life changes.

* Conferred with clients to discuss their options so that rehabilitation programs and plans for assessing 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 for rehabilitation.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FLORIDA STATE UNIVERSITY, Orlando, FL

*Bachelor of Art in English May 2012*

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

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)