**Jane Smith**

Address Line 1, Address Line 2, City, State Zip \* (212) 256-1414 \* jane.smith@gmail.com

**Career Objective**

Administrative Assistant with 6+ years of 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

Customer Service

Cost Efficient

Detailed and Organized

Supplier Relationship

Professional Experience

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

## *Administrative Assistant, Apr 2015 – 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 2011 – May 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 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.

* Counsel clients or patients, individually or in-group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.

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

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

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)