

# JANE SMITH

Address Line 1 Address Line 2, City, State Zip  
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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. Possess impeccable written and verbal communication skills and excellent interpersonal skills.

## CORE COMPETENCIES

- Customer Service & Relations
- Detail Oriented and Organized
- Cost Efficiency and Streamlining
- Training and Delegating

## PROFESSIONAL EXPERIENCE

*Administrative Assistant // May 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.

### Florida Department of Social Services, Orlando, FL

*Rehabilitation Counselor // Aug 2011– Apr 2015*

- Analyzed information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.
- Developed and maintained strong relationships with community referral sources such as schools, churches, government resource centers, and local businesses.
- Coordinated counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.
- Counseled clients or patients, individually or in-group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.

### Florida State University, Orlando, FL

## EDUCATION

*Bachelor of Art in English // May 2011*

- Expert in Microsoft Office Suite and Adobe Illustrator
- Bilingual in English and Spanish

## ADDITIONAL SKILLS

3M INC., New York City,  
New York

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