

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

Bachelor of Art in English // May 2011

EDUCATION

- 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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