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JANE SMITH

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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. Possesses 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.

ADMINISTRATIVE ASSISTANT | NEW YORK, NY | APR 2006 – 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

REHABILITATION COUNSELOR | ORLANDO, FL | AUG 2004 – MAY 2006

- 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

FLORIDA STATE UNIVERSITY, ORLANDO, FL

BACHELOR OF ART IN ENGLISH, MAY 2004

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

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Illustrator CS5
- Bilingual Spanish and English
- Certified CPR and First Aid

AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in H&M
- Won the "Writer's Digest" 2002 Award
- Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 3M Inc.

[The Objective](#)



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