

Jane Smith

XXX.XXX.XXXX | SMITH_JANE@ubalt.com

Core Strengths & Capabilities

- Extensive clerical and administrative background
- Efficiency-focused, detail-oriented working style
- Excellent problem-solving and analytical capabilities
- Exceptional oral and written communication skills
- Professional document creation, formatting for ease of use
- Ambitious, friendly and customer service oriented

Educational Background

B.S., Business Administration

Graduating Spring 20XX

University of Baltimore
3.9 GPA, Beta Gamma Sigma

Baltimore, MD

A.A., Arts & Sciences – Music

Class of 20XX

Carroll Community College
4.0 GPA, Summa Cum Laude, Phi Theta Kappa Honors

Westminster, MD

Employment History

Executive Assistant

Sage Growth Partners, LLC

Sep 20XX - Sep 20XX

High-efficiency administrative support for a healthcare information strategy consulting firm

Baltimore, MD

- Worked directly under the CEO, CIO, COO and other strategic partners in carrying out major administrative and organizational duties in support of the firm's daily operations
- Responsibly managed company funds, handled bank deposits and disbursements, performed basic accounting functions, and maintained records of the firm's operating cash flows
- Undertook research, analytical, design, and data entry projects to assist the firm in meeting tight deadlines
- Managed daily client correspondence, staff and client schedules, managed office environment, and provided personal assistance to executives as needed
- Formatted and edited professional documents, white papers, PowerPoint decks, and various presentation materials to be published, presented in journals and distributed to our highly visible national client base
- Realized true personal and professional growth under the close mentorship of the firm's strategic partners

Administrative Assistant

Caring Communities

Feb 20XX - Sep 20XX

Administrative support and event coordination for growing non-profit

Eldersburg, MD

- Managed personal and administrative needs of the Founder and Executive Director of a growing non-profit serving the needs of persons with disabilities and their caregivers
- Coordinated logistics for the World of Possibilities Expo, the Mid-Atlantic's largest Senior and Disability lifestyle expo
- Assisted in marketing and mass communication initiatives using direct mail ads, cold calling and social media campaigns
- Coordinated fundraising, sponsorship and marketing for charity events
- Worked with persons who have special needs, their families and caregivers to create an environment of acceptance

Billing Administrative Assistant

Practice Management Partners

Summers 20XX – 20XX

Administrative support for fast-paced medical billing firm

Owings Mills / Hunt Valley, MD

- Carried out high volume filing and organizational projects at the request of managers
- Performed high volume entry on GE Centricity and Medical Manager systems
- Gained exposure to medical billing procedures and ICD-9 coding

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy