

# Jane Smith

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## Core Strengths & Capabilities

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- Extensive clerical and administrative background
- Exceptional oral and written communication skills
- Efficiency-focused, detail-oriented working style
- Experience with professional document creation
- Excellent problem-solving and analytical capabilities
- Ambitious and customer service-oriented

## Educational Background

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### Bachelor of Science in Business Administration

University of Baltimore

3.9 GPA, Beta Gamma Sigma

Expected May 20XX

Baltimore, MD

### Associate of Arts in Arts & Sciences - Music

Carroll Community College

4.0 GPA, Summa Cum Laude, Phi Theta Kappa Honors

May 20XX

Westminster, MD

## Employment History

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### Executive Assistant

Sage Growth Partners, LLC

September 20XX - September 20XX

Baltimore, MD

- Worked directly under the executive team and other strategic partners in carrying out major administrative and organizational duties in support of the firm's daily operations
- Managed company funds totaling over \$1 million, 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

### Administrative Assistant

Caring Communities

February 20XX - September 20XX

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 fundraiser sponsorship and marketing for charity events
- Worked with persons with disabilities, their families and caregivers to create an environment of acceptance

### Billing Administrative Assistant

Practice Management Partners

June 20XX - August 20XX

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