

Kelly Blackwell

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PROFESSIONAL PROFILE

- Administrative Assistant with **6+ years of experience** flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality
- Adapt at interdepartmental coordination and communication
- Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook
- Honed company filing and reporting procedures, **saving \$3000 annually**

SKILLS

Microsoft Office • Customer Relationship Management • Spanish • Adobe Illustrator
Equipment Maintenance • Project Management • WordPerfect • Lotus

PROFESSIONAL EXPERIENCE

JMBC, — New York, NY

Aug 2014 — Present

Administrative Assistant Worked directly with the President of JBC Inc., a Fortune 500 company. Assisted with all administrative tasks including scheduling meetings, organizing international travel, and distributing memos.

- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Set goals and deadlines for the department, **achieving a 100% success rate** over the course of Q4
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems

FLORIDA DEPARTMENT OF SOCIAL SERVICES — Orlando, FL

Oct. 2012 — Aug. 2014

Rehabilitation Counselor Counselored clients and parents, individually or in group sessions, to assist in overcoming dependencies, adjusting to life circumstances, and making positive life changes.

- Conferred with clients to discuss their options so that rehabilitation programs and plans for assisting needed services can be developed
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility
- Information, services provided 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 rehabilitation.

EDUCATION

FLORIDA STATE UNIVERSITY, Orlando, FL

Bachelor of Art in English May 2012

- GPA: 3.2/4.0
- Published in school's newspaper editorial
- Summer internship for the New York Times