

# Resume Quick Scan Tool



Jane Smith

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## Experience

April 2016 to Present

Executive Assistant • New York, NY • 3M Inc.

- Coordinate and direct office services, such as records, finances, budget preparation, personnel issues and housekeeping to aid CEO.
- Working directly for CEO of 3M Inc., responsible for scheduling, managing and optimizing calendar of CEO of a Fortune 500 company

August 2000 to May 2016

Rehabilitation Counselor • Orlando, FL • Florida Dept of Social Services

- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities
- Consult with clients to discuss options and goals to optimize the value of our rehabilitation services

## Education

Florida State University, Tallahassee, FL

- BS, Finance, May 1999
- GPA: 3.4

• Summer internship with New York Times

## Additional Skills

- Bilingual Polish and English
- Employee of the month (3X) at H&M
- Won the "Writer's Digest" 2002 Award
- Awarded "Performance Excellence" award twice at 3M Inc.

Understand the driver behind a major move in location. Is it temporary, permanent or a pattern?

Understand the challenges in the roles they held for various companies. Look for similarities and differences.

For every company they leave, ask open-ended questions to understand why they left.

Learn about how a significant position was obtained and what the experience was like.

Offer an opportunity to explain significant accomplishments/awards and how they were obtained.