

# Kelly Blackwell

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## CAREER OBJECTIVE

Administrative Assistant with 9+ years of experience working directly for the CEO of Regions Financial, a Fortune 500 company. Possesses a Global MBA, impeccable written and verbal communication skills, and excellent interpersonal skills.

## PROFESSIONAL EXPERIENCE

### REGIONS FINANCIAL, Birmingham, AL

*Administrative Assistant, Aug 2012 – Present*

- Streamline direct office services such as departmental finances, records, budget preparation, personnel issues, and housekeeping, vastly reducing wasted time and saving \$150,000 per year in labor costs.
- Read and analyze incoming reports and memos to determine their importance and plan their distribution across a staff of 15 people.
- Conduct in-depth research, compile data, and prepare papers for consideration in biannual reviews presented to high-level executives and governing committees.
- Prepare daily memos, reports, invoices, financial statements, and other documents using word processing, database, spreadsheet, or presentation software.

### VIRGINIA DEPARTMENT OF SOCIAL SERVICES, Richmond, VA

*Rehabilitation Counselor, Mar 2008 – Jul 2012*

- Strategized with 20+ clients to help them achieve goals, choose rehabilitation program plans, and develop a menu of options for accessing necessary social services.
- Trained a team of 4 interns to prepare and maintain case files and records, documenting clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Developed and maintained strong relationships with community referral sources, such as schools, churches, government resource centers, and local businesses.
- Organized a successful fundraiser, bringing in over \$20,000 for the center to make new purchases and upgrade old equipment.

### BRIGHT SPOT LTD, Boston, MA

*Secretary, Jun 2008 – Aug 2008*

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, being careful to adhere to budgeting practices

## EDUCATION

### Brown University, St. Providence, RI

*Bachelor of Arts in Finance, May 2005*

- GPA: 3.7/4.0

## ADDITIONAL SKILLS

- Expert in Microsoft Office Suite and Adobe Illustrator CS5
- Bilingual in Spanish and English