

JASMINE SMITH

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 123.456.7890

QUALIFICATIONS

- Strong scholastic background with a focus on public administration and international business analysis. Significant exposure to a broad range of key areas including public policy, import and export compliance along with all facets of international management including finance, marketing, and technology integration.
- Manage budgets and financial data; solve problems by gathering and analyzing information on written policies, procedures, and specifications.
- Excellent organizational, analytical, and communication skills; easily forge positive working relationships with customers, associates, and management at multiple professional levels.

EDUCATION AND CREDENTIALS

Walden University Minneapolis, MN	
Master of Public Administration in Public Policy	Jun 2023
University of Loyola Chicago, IL	
Bachelor of Science in International Business	2008
Cum laude	
Associate of Arts in Business Administration	2002
Magna cum laude	
American Society for Public Administration	
Member	

VOLUNTEER EXPERIENCE

Community Development Advisory Committee	
Volunteer Committee Member	2012 - Present
Appointed by the County Executive to serve on the Community Development Advisory Committee.	
Key Contributions:	
<ul style="list-style-type: none">• Make recommendations regarding Community Development Block Grant and Emergency Shelter Grant funding• Review grant applications and interview applicants to determine project funding eligibility	

PROFESSIONAL EXPERIENCE

Illinois Department of Children Services Chicago, IL	
Program Specialist	Jan 2016 - Present
Managed the Business Abuse Hotline for employees and in conjunction with the department Vice President. Provided guidance to employees on diverse employee relations issues.	
Key Contributions:	
<ul style="list-style-type: none">• Ensured that legal requirements were met in terms of employee relations to minimize exposure liability• Compiled statistical reports and data• Referred employee complaints to appropriate human resources director for investigation• Responded to employee complaints• Maintained office systems for accountings payable and receivable, file organization, and time sensitive projects	
Lockheed Martin Corporation Chicago, IL	
Administrative Assistant Specialist	Aug 2012 - Oct 2015
Maintained business systems and office services for the Aerospace and Defense Contract Leader while performing a wide range of clerical and administrative duties for management and senior living personnel. Managed highly detailed and complex filing systems, drafted business correspondence, and ensured complete confidentiality and security of sensitive corporate information.	
Key Contributions:	

- Ensured employee stock options plans received timely and accurate administrative support; conducted extensive research on Lockheed's stock history for shareholders and brokerage firms
- Consistently demonstrated outstanding problem solving abilities while working proactively and independently to complete challenging projects within established deadlines
- Garnered executive recognition and employee award for coordinating a successful employee-family relations program, Take Your Child to Work Day, for the business unit

Administrative Assistant

Jul 2009 - Aug 2012

Facilitated the success of Domestic and International Trade Shows while working closely with the Trade Show Manager and Import/Export Officer to coordinate trade show logistics and booth operations, and ensure all literature, equipment, and panels complied with government regulations prior to shipment to trade show sites. Provided expert administrative support to the Director of Communication and staff, and delivered additional phone support for the President's office.

Key Contributions:

- Processed sophisticated expense reports, and was responsible for handling and tracking all payments to domestic and international vendors
- Bolstered public relations efforts by updating company online news and announcement materials, and by distributing press releases via email and fax to local and international news organizations