

## Receptionist Resume Example

Vanda Luisa  
603 Rhode Island Avenue  
Miami, FL 29302  
Telephone: (243) 726-7622  
Email ID: vanda\_luisa@mail.com

### **Objective:**

Obtain a position as Receptionist.

### **Summary of Qualifications:**

I have extensive knowledge in customer service. I have strong organizational and leadership skills. Good communication skills allow me to make good interaction with patients and their families. I have extensive knowledge in healthcare procedures and medical terminology. I am able to quickly adapt with new works environments. I have the following competencies: telephone and front desk reception, customer service, database and records management, complaint handling, filling and data entry.

### **Computer Skills:**

Microsoft Office package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Microsoft Outlook, Microsoft Publisher  
Other: Adobe Photoshop, CorelDraw

### **Professional Experiences:**

*Receptionist, ABC Corporation, New Jersey, 2008 – present*

*Responsibilities:*

- Manage a variety of customer service and administrative tasks
- Resolve customer issues
- Answer telephone and direct inquiries
- Perform front-desk reception within high-volume environment
- Perform data input, processing and retrieval times

*Medical Receptionist, Happy Hospital, Massachusetts, 2005 – 2008*

*Responsibilities:*

- Performed greeting with patients and their families
- Performed patient registration; handled patient records
- Answered incoming calls
- Gave information of medical office procedures for patients

*Receptionist, HBY School, Florida, 2003 – 2005*

*Responsibilities:*

- Performed front-desk service for students and staffs
- Operated school switchboard
- Processed vendor/supplier records
- Provided administrative and clerical tasks in the school

### **Educational Background:**

Associate Degree of Business, University of Florida, 2003