

RECEPTIONIST RESUME

your address | your email.com

PROFESSIONAL PROFILE

- Multi-talented: Strong management abilities, able to perform secretarial, assistant, and office management duties simultaneously
- Friendly and Welcoming: Possessing strong social skills and a great repertoire with management, clients, and visitors alike
- Experienced: 8 years in administrative support and office reception in a corporate setting
- Goal-Oriented: Internalize organizational goals and apply best practices to assist in attaining those

RELEVANT WORK HISTORY

WAYPAX INC.

Your Hosiptal | 2012 - PRESENT

- Schedule 60+ monthly visitor meetings and managed meeting room set-up and time logs
- Help keep organization safe and secure with vigilance towards external communication and interaction
- Provide top-level service to all visitors, ensuring they were informed of meeting times, had access to refreshment, and were comfortable in the rare instances they needed to wait
- Direct external communications to proper channels, including 100+ daily telephone, email, mail, and walk-in customers

GREEN LEAF FINANCIAL

RECEPTIONIST | SAN RAMON, CA | 2009-2012

- Assisted clients in scheduling meetings, including follow-up and reminder phone calls
- Provided professional reception service and managed front waiting room, ensuring clients were comfortable before meetings
- Helped to organize all communications, both internal and external, and organized 700+ person mailing list of potential clients
- Managed and organized meeting facilities and scheduled 20+ meetings per month
- Facilitated clear communication between clients, employees, and management, directing 100+ calls daily

EDUCATION

Your Education