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# **Receptionist REsume**

212 Mullholland Drive, Los Angeles, CA 42143 **|** (558) 222-2222**|** your@email.com johndoe@gmail.com

### **Professional Profile**

* **Experienced:** 8 years in administrative support and office reception in a corporate setting
* **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
* **Goal-Oriented:** Internalize organizational goals and apply best practices to assist in attaining those

### **Relevant Work History**

**Waypax inc.**

Receptionist | Walnut Creek, CA | 2012 – Present

* Schedule 60+ monthly visitor meetings and managed meeting room set-up and time logs
* Direct external communications to proper channels, including 100+ daily telephone, email, mail, and walk-in customers
* 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
* Help keep organization safe and secure with vigilance towards external communication and interaction

**Green Leaf Financial**

Receptionist | San Ramon, CA | 2009 – 2012

* Managed and organized meeting facilities and scheduled 20+ meetings per month
* Facilitated clear communication between clients, employees, and management, directing 100+ calls daily
* 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

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**Education**

**San Francisco City College, San Francisco, CA**

Associates of Arts in Business Administration, may 2009

* GPA: 3.5/4.0

**Skills**

* Capable of quickly learning office basics, including printers, fax machines, scanners, etc.
* Skillful and effective use of MS Office Suite, as well as cloud-based systems (Google Drive, Apple Suite, etc.)
* Typing speed: 85WPM
* Proficient with CRM systems

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