

Desk Assistant



 www.qwikresume.com

Dedicated Desk Assistant with 2 years of experience in providing administrative support and customer service. Skilled in managing schedules, handling communications, and maintaining confidentiality. Proven ability to foster positive relationships with clients and staff, ensuring smooth office operations. Eager to contribute organizational skills and a proactive approach to enhance workplace efficiency.

Desk Assistant

📅 Apr / 2024-Ongoing

📌 Santa Monica, CA

1. Provided comprehensive operational support to students, addressing inquiries and concerns effectively.
2. Maintained confidentiality while managing sensitive information and student interactions.
3. Communicated regularly with department staff to ensure alignment on objectives and policies.
4. Exhibited professionalism and positivity, fostering a welcoming environment for students.
5. Participated in staff training and meetings to enhance skills and knowledge of departmental policies.
6. Led front desk operations during shifts, ensuring efficient service delivery.
7. Addressed and reported student conduct issues promptly, maintaining a safe environment.

Desk Assistant

📅 Apr / 2023-Apr / 2024

📌 Portland, OR

1. Managed customer interactions, ensuring a friendly and welcoming atmosphere.
2. Handled phone inquiries and messages, facilitating smooth communication between departments.
3. Processed rental payments and managed cash transactions accurately.
4. Provided directions and assistance to customers, enhancing their experience.
5. Maintained cleanliness and organization of the facility to uphold professional standards.
6. Assisted with administrative tasks, including data entry and record-keeping.

Associate of Arts in Business Administration

Apr / 2022-Apr / 2023

📌 Seattle, WA

Focused on foundational business principles and office management skills.

Customer Service Excellence

Administrative Support

Office Coordination

Data Entry And Management



- Streamlined appointment scheduling, reducing conflicts by 30%.

Received positive feedback from over 90% of clients for exceptional service.

- 🌟 Implemented a new filing system that improved document retrieval time by 40%.