

HARPER LEWIS Senior Executive Receptionist

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Interpersonal Communication



Email Management





INTERESTS

DIY Projects

% Crafting

O Meditation

III History

STRENGTHS









LANGUAGES







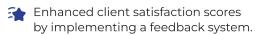
English

Swahili

Dutch

ACHIEVEMENTS





PROFESSIONAL SUMMARY

Seasoned Executive Receptionist with a decade of experience in providing exceptional administrative support to senior executives. Expert in managing multi-line phone systems, coordinating travel, and overseeing office operations. Committed to fostering a professional environment that enhances client satisfaction and streamlines executive workflows.

WORK EXPERIENCE

Senior Executive Receptionist

Mar/2018-Ongoing

₽ Phoenix, AZ

Ouantum Solutions LLC

- 1. Executed administrative duties for the managing director and senior executives, ensuring seamless operations.
- 2. Operated multi-line switchboard, directing calls and greeting clients with professionalism.
- 3. Maintained an organized and welcoming reception area, including an updated procedures handbook.
- 4. Coordinated conference room schedules and managed meeting logistics, including technology setups and catering.
- 5. Arranged comprehensive travel itineraries for executives, including accommodations and transportation.
- 6. Monitored and managed office supply inventory, placing orders proactively as needed.
- 7. Liaised with building management for security access and maintenance requests, ensuring smooth building operations.

Executive Receptionist

mar/2015-Mar/2018

¥ Seattle, WA

Silver Lake Enterprises

1. Oversaw reception and switchboard operations for a busy law firm,

- ensuring efficient client interactions.
- 2. Managed correspondence, including stewardship mailings and tax receipts, enhancing client engagement.
- 3. Coordinated package deliveries, ensuring timely distribution of FedEx and UPS shipments.
- 4. Provided robust administrative support to legal teams, enhancing overall team productivity. 5. Acted as a liaison with property managers and contractors, streamlining
- communication and project management.
- 6. Tracked billable hours for attorneys using time entry software, contributing to accurate billing processes.

EDUCATION

Bachelor of Arts in Business Administration

mar/2012-Mar/2015

University of Business Studies

■ Denver, CO

Focused on enhancing organizational and administrative skills.

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