



# HARPER LEWIS

Senior Executive Receptionist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Interpersonal Communication



Meeting Coordination



Data Entry



Email Management



Problem Solving



Attention To Detail



## 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

🕒 Meditation    🏛️ History

## 👊 STRENGTHS

🌿 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

## 🗣️ LANGUAGES



English



Swahili



Dutch

## 🌟 ACHIEVEMENTS

🌟 Streamlined office procedures, reducing administrative processing time by 20%.

🌟 Enhanced client satisfaction scores by implementing a feedback system.

## 👤 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

Quantum Solutions LLC

📍 Phoenix, AZ

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

Silver Lake Enterprises

📍 Seattle, WA

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.