

EMMA JOHNSON

Front Desk Administrative Assistant

PROFESSIONAL SUMMARY

Dedicated Front Desk Administrative Assistant with two years of experience in streamlining office operations and providing exceptional client support. Skilled in managing front desk activities, answering multi-line phone systems, and coordinating schedules. Committed to enhancing workplace efficiency and creating a positive visitor experience.

WORK EXPERIENCE

Front Desk Administrative Assistant

Apr / 2024-Ongoing

WidgetWorks Inc.

耳 Denver, CO

- 1. Handled customer inquiries and resolved issues promptly and professionally.
- 2. Processed incoming orders and coordinated shipping logistics.
- 3. Created professional correspondence and internal communications.
- 4. Maintained confidentiality of sensitive employee files and records.
- 5. Organized travel arrangements for staff and executives.
- 6. Streamlined filing systems for improved accessibility and efficiency.
- 7. Conducted regular audits of office supplies, ensuring optimal stock levels.

Jr.Front Desk Administrative Assistant

Apr / 2023-Apr / 2024

Lakeside Apparel Co

耳 Chicago, IL

- 1. Checked in and out patients, ensuring accurate appointment scheduling.
- 2. Managed high-volume phone lines, responding to inquiries and relaying messages.
- 3. Coordinated medical records requests and maintained confidentiality.
- 4. Updated daily spreadsheets for management reports and performance metrics.
- 5. Assisted with administrative tasks, including filing and correspondence.
- 6. Facilitated communication between departments to enhance workflow.

EDUCATION

Associate of Arts in Business Administration

Apr / 2022

Apr / 2023

Springfield Community College

F Santa Monica, CA

Focused on office management and customer service strategies.

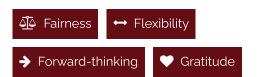
SKILLS

Office Organization Administrative Training Client Communication Task Prioritization 10 Office Supply Management 10 **Event Coordination**

INTERESTS

Fashion **Gaming** Film Film Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Improved front office efficiency by 30% through streamlined filing systems.
- Successfully managed over 100 client inquiries weekly, enhancing customer satisfaction.
- Developed a new scheduling protocol that reduced appointment overlap by 25%.