

Front Desk Coordinator

ROBERT SMITH

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Objective

Senior Front Desk Coordinator who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting morale. Flexible and analytical with a keen eye for details; skilled at synthesizing and editing information to achieve overall objectives. A skilled communicator, able to maintain cultural sensitivity, establish rapport with members of diverse groups and promotes team cohesiveness. Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

Skills

Typing 45 Wpm, Microsoft Word, Excel, Outlook, Powerpoint, Jenark, Property Solutions, Customer Service

Work Experience

Front Desk Coordinator

ABC Corporation - March 2012 - Present

- Responsible for day-to-day departmental management of rental, leasing, property management and accounts payable.
- Managing multiple facets to support executive leadership through process driven methodologies.
- Completing projects and special assignments by establishing objectives, determining priorities, managing time, gaining the cooperation of others, monitoring progress, problem-solving and making adjustments to plans.
- Representing the VP by welcoming visitors, reviewing correspondence; arranging company dinners and other corporate functions; answering questions and meeting requests directed to the VP.
- Managing calendar and arrange meetings, travel arrangements, and conferences, overseeing the planning and coordination of all special events for the Senior Vice Presidents.
- Corresponding with vendors and responding to inquiries, receiving screening, and evaluating all written correspondence received by the Senior Vice President, independently formulating and disseminating written responses as appropriate.
- Managing, reviewing, processing, tracking, and monitoring rental subsidy and reconciliation assignments as given.

Associate Front Desk Coordinator

ABC Corporation - May 2005 - October 2011

- Performed data entry and data management operations for the organization.
- Sorted and distribute e-faxes throughout office using Microsoft Outlook.
- Answered telephone and electronic inquiries and forwarded telephone calls and messages to the appropriate person.
- Greeted visitors, determined nature of dealing and send visitors to correct person.
- Responded to code blue, code medic and behavioral response codes with the appropriate equipment and supplies.

- Maintained equipment and assured that all emergency response equipment is restocked after each use.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

HS Diploma in General Education - 1985(Anacostia SHS - Washington, DC)information Technology
- August 2008(Western School Of Technology And Environmental Science)Associates in Dental
Hygiene - (Gaston College)