Robert Smith

Associate Front Desk Worker

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To obtain a position with a dynamic company that offers room for growth in the areas of project management, logistics, or accounting.

WORK EXPERIENCE

Associate Front Desk Worker

ABC Corporation - 2013 – 2015

Responsibilities:

- Provided quality service to all individuals including students, staff, faculty and guests.
- Supported office initiatives; to include event promotion and program support.
- Communicated, and upheld, policies and procedures to include paperwork, room reservations, equipment check out, tag key check out, etc.
- Performed opening and closing duties of physical office.
- Fulfilled office functions answer phones, respond to emails, distribute mail, tidy office space, organize work room, data entry, copying and filing.
- Received payment (cash handling) for buying stamps.
- Followed direction and complete assignments in a timely manner.

Front Desk Worker

Delta Corporation - 2007 – 2009

Responsibilities:

- Sign up new members, help members with any questions they have, clean equipment and gym, and any additional tasks manager asks out of me.
- Responsible for answering the phones, operating a fax, copier and scanner.
- Used Windows, Word, and Excel on a daily basis.
- Responsible for greeting clients as they entered the building.
- The use of customer service skills on a daily basis.
- Provide quality service to all individuals including employees, students and guests Answer phones and email assist staff with copying, filing, faxing,.
- Greet and check in residents and their guests Prepare mail and packages for residents to receive on time Answered and directed calls in a positive .

Education

Associate of Applied Science in Medical Coding - (Northwest Technical College - Bemidji, MN)

SKILLS

Microsoft Office, Interpersonal And Intrapersonal.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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