



ISABELLA CLARK

Part Time Receptionist

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PROFESSIONAL SUMMARY

Enthusiastic Part Time Receptionist with 5 years of experience in delivering top-notch customer service and administrative support. Skilled in managing front desk operations, addressing inquiries, and fostering a welcoming atmosphere for clients and visitors. Committed to enhancing office efficiency and ensuring a positive experience for all.

WORK EXPERIENCE

Part Time Receptionist

Seaside Innovations

📅 May / 2022-Ongoing

📍 Santa Monica, CA

1. Processed all incoming and outgoing mail and correspondences.
2. Assisted guests and managed multi-phone line calls with professionalism.
3. Maintained accurate cash and petty cash accounts.
4. Prepared and distributed office documents via email and mail.
5. Adhered to policies for document and cash handling.
6. Utilized a multi-line phone system to ensure excellent customer service.
7. Provided support to customers with various inquiries effectively.

Part Time Receptionist

Crescent Moon Design

📅 May / 2020-May / 2022

📍 Portland, OR

1. Promoted to full-time receptionist and later to plasma center technician, focusing on customer service.
2. Managed donor processing and troubleshooting for new donors.
3. Greeted patients and visitors courteously, ensuring a welcoming environment.
4. Handled inter-office calls and managed appointment scheduling efficiently.
5. Maintained the petty cash drawer and assisted with administrative tasks.
6. Coordinated document organization and filing for the office.

EDUCATION

Associate of Applied Science in Office Management

Springfield Community College

📅 May / 2018 - May / 2020

📍 Seattle, WA

Focused on administrative skills, office communication, and customer service.

SKILLS

Basic Bookkeeping

Attention to Detail

Problem Solving

Data Entry

Phone Etiquette

INTERESTS

★ Theatre

💻 Technology

🎬 Film

⚽ Sports

STRENGTHS

👍 Confidence

💡 Assertiveness

🦅 Ambition

🔮 Intuition

LANGUAGES



English



Spanish



Swahili

ACHIEVEMENTS

- ★ Increased visitor satisfaction ratings by 20% through improved customer service.
- ★ Successfully managed front desk operations, reducing wait times by 30%.