

Robert Smith

Lead Receptionist Clerk

PERSONAL STATEMENT

Receptionist Clerk is to join a company or organization to make a difference and that has a need for a hard worker. Works in the Development Team to greet visitors, pleasantly answer phone calls, and process in-kind donations.

WORK EXPERIENCE

Lead Receptionist Clerk

ABC Corporation - June 2012 - August 2015

Responsibilities:

- Operates telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greets persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmits information or documents to customers, using computer, mail, or facsimile machine.
- Hears and resolves complaints from customers or the public.
- Files and maintains records.
- Collects, sorts, distributes, or prepares mail, messages, or courier deliveries.
- Performs duties, such as taking care of plants or straightening magazines to maintain lobby or reception area.

Receptionist Clerk

Delta Corporation - 2008 - 2012

Responsibilities:

- Greeted parents and prospective clients Provided office support, filing, answering phones, and scheduling.
- Greet and check in members, Manage and distribute recreation equipment, Manage flow of visitors.
- Greets visitors, handle incoming calls and perform general administrative duties.
- Support other administrative staff with overflow work, including data entry and internet research tasks.
- Tobacco and Firearms Answering telephones, maintain visitor log, sort and process payroll.
- Prepared monthly statistical reports for wineries, breweries, export warehouses, and provided quality customer service.
- Made reservations for customer and assisted customers with needs.

Education

Associates in General Studies - June 2013(Texas A&M Commerce - Paris, TX)

CONTACT DETAILS

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

SKILLS

Windows, MS Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)