



EVELYN WHITE

Senior Receptionist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Microsoft Office Suite



Document Management Systems



Alphabetical Filing Systems



Office Supply Management



Presentation Skills



🎯 INTERESTS

✍ Writing

🎮 E-sports

🎵 Music

🔭 Star Gazing

👊 STRENGTHS

✔ Accountability

❤ Gratitude

🔄 Adaptability

📖 Wisdom

🗣 LANGUAGES



English



Spanish



French

🌟 ACHIEVEMENTS

🌟 Streamlined front desk operations, reducing wait times by 30% through efficient scheduling.

🌟 Implemented a new visitor tracking system that improved security and guest management.

🌟 Received Employee of the Month award twice for outstanding customer service.

👤 PROFESSIONAL SUMMARY

Accomplished Senior Receptionist with a decade of experience in delivering exceptional front desk support and client relations. Expert at managing high-volume inquiries, coordinating schedules, and fostering a warm, professional environment that enhances visitor experiences.

💼 WORK EXPERIENCE

Senior Receptionist

📅 May / 2019-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Welcomed and assisted clients, ensuring a positive first impression and professional atmosphere.
2. Answered multi-line phone systems, directing calls and addressing inquiries promptly.
3. Managed visitor access through badge issuance and maintained security protocols.
4. Organized and updated the Receptionist manual to reflect current procedures.
5. Maintained cleanliness and order in reception and conference areas throughout the day.
6. Processed and managed incoming and outgoing documents with precision.
7. Assisted in coordinating office events and meetings, ensuring all logistics were handled efficiently.

Senior Receptionist

📅 May / 2015-May / 2019

Summit Peak Industries

📍 Denver, CO

1. Oversaw the Guest Services team, ensuring high standards of service and operational efficiency.
2. Managed guest check-in and check-out processes, enhancing guest satisfaction.
3. Coordinated room assignments and maintained clear communication with all hotel departments.
4. Reviewed and verified billing instructions, ensuring accuracy and clarity.
5. Arranged group check-ins and check-outs, facilitating smooth transitions for large parties.
6. Conducted regular training sessions for staff on customer service best practices.

🎓 EDUCATION

Associate of Applied Science in Business Administration

📅 May / 2012 - May / 2015

Central City Community College

📍 Chicago, IL

Focused on office management and business communication.