

ROBERT SMITH

Front Desk Receptionist

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

6 years of experience as a Front Desk Receptionist. Looking for an Assistant Manager or Front Office Manager position.

EXPERIENCE

Front Desk Receptionist

ABC Corporation - OCTOBER 2006 - DECEMBER 2010

- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Locate and notify clients/debtors of delinquent accounts by telephone in order to solicit payment.
- Perform various administrative functions for assigned accounts, such as recording address changes and purging the records of deceased clients/debtors.
- Persuade clients/debtors to pay amounts due on credit accounts, damage claims, or no payable checks and post amounts paid to clients/debtors accounts.
- Record information about the financial status of clients/debtors and status of collection efforts.
- Trace delinquent clients/debtors to new addresses by inquiring at post offices, telephone companies, credit bureaus, or through the questioning of neighbors.
- Advise clients/debtors of necessary actions and strategies for debt repayment.

Government Contractor

ABC Corporation - APRIL 2004 - OCTOBER 2006

- Researched and analyzed software planning systems and recommended enhancements to streamline software applications briefed clients on the project status created, configured, customized, and maintained requirements for a single complex and multiple smaller projects using an appropriate supporting toolset.
- Anticipated, quantified, and resolved problems and issues with requirements.
- Employed various facilitation techniques in discussing requirements with clients and users.
- Skilled in researching material to keep project costs within budget.
- Proven ability to lead all project phases including conceptualization, purchasing and color selections.
- Provided interior design services to include assisting with personal selections of flooring, appliances, counter-tops and other home options.

- Negotiated purchases and service contracts that resulted in greatly reduced costs.

EDUCATION

- High School - 1998(Jericho Christian Academy - Landover, MD)Medical Assisting - (Remington College - Garland, TX)High School Diploma - (South Garland High School - Garland, TX)

SKILLS

Multitasking, Microsoft Office, Fast Learner, Speak Well And Clear, Neat Handwriting, Organized, Great Attitude, and Customer Service.