

Jennifer Banks

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email@example.com

Professional Summary

Exceptionally hardworking and focused Entry Level Receptionist with a superior work ethic and customer service skill set. Superb multitasker able to handle a high volume of simultaneous clerical office tasks with the highest degree of professionalism and accuracy. Adept at fostering and sustaining cordial yet professional relationships with all coworkers supervisors and customers.

Core Qualifications

- Superior typing and data entry abilities
- Excellent familiarity with MS Excel PowerPoint Word and Internet
- Outstanding verbal and written communication skills
- Strong organizational and problem-solving skills
- High customer service abilities and instincts
- Good telephone and in-person courtesy skills

Experience

Receptionist

6/1/2013 - Present

Heartland Social Services

Omaha, NE

- Monitored and maintained general office equipment.
- Operated cash register and maintained daily inventory records.
- Used MS Excel to prepare managerial charts and staff schedules on a daily basis.
- Monitored and answered phones on a regular basis.
- Performed faxing letter typing filing emailing and meeting scheduling as needed.
- Provided assistance with event planning and coordination including catering arrangements seating plans and guest speaker amenities.
- Assisted and filled in for other office staff members as needed.

Education

Bachelor's Degree - Business Administration

2013

University of Nebraska

Lincoln, NE

GPA 3.35 on a 4.0 scale

Awards and Certifications

2012-13 Dean's List 2013 Front Office Management Certification