**Courtney Naysmith**

123 Main Street | Haledon, NJ 07538

Cell: (123) 456-7890

email@example.com

Adaptable Front Desk Receptionist with experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facets of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office, Millennium, and QuickBooks to facilitate daily office operations.

**Core Qualifications**

* Customer Service
* Office Administration
* Bookkeeping
* Schedule Management
* Office Maintenance
* Inventory and Supply Management

**Professional Experience**

**RECEPTIONIST**

**2/1/2008 - Present**

**FINNICK, INC.**

**HALEDON, NJ**

* Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
* Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
* Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
* Maintain executive managers’ calendars by planning and scheduling conferences, teleconferences, and travel.
* Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
* Manage front office reception area by cleaning and organizing desk and visitor lobby.

**FRONT DESK RECEPTIONIST**

**4/1/2005 - 2/1/2008**

**ROCKY’S AUTO BODY, INC.**

**DALTON, NJ**

* Greeted walk-in customers, insurance adjusters, and tow truck customers while fielding calls from outside sources such as vendors and customers.
* Obtained authorization for services and updated customers on repair status of vehicles.
* Calculated bills for services rendered and collected and processed customer payments.
* Balanced monthly vendor statements and closed monthly sales invoices.

**FRONT DESK RECEPTIONIST**

**7/1/2000 - 3/1/2005**

**BAD KITTY SALON**

**DALTON, NJ**

* Answered high volume phone calls, booked appointments, and greeted clients.
* Offered clients beverages, prepared them for color services, and collected and processed payments for services rendered.

**Education**

**High School Diploma, Reagan High School, Williams, NJ**