

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