

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Front Desk Clerk- Company / Location

MONTH YEAR - Present

- **Job Description:** Provided a smile and a friendly attitude as the face of the company, whether dealing with customers in person or over the phone. Performed typical office duties like answering phones, sending emails, and filing paperwork
- **Results:** Maintained excellent front desk etiquette and an office with a great reputation
- **Additional Competencies:** Consulted with other office members to schedule work and helped with other office tasks as they arose
- **Other:** Ensured the office was stocked at all times with supplies such as paper, pens, kitchen items, toilet paper, etc.

### Front Desk Officer - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Handled all clerical duties for the office, including but not limited to filing paperwork, scanning copies of meeting minutes, answering phones, and helping customers with inquiries and appointments
- **Results:** Was able to juggle multiple tasks at once and to prioritize things by importance, ensuring that every task received adequate attention
- **Additional Competencies:** Created a scheduling system that worked for everyone in the office to ensure a more efficient office
- **Other:** Planned office parties and holiday events to boost morale

### Project Experience

- **Work Sign-In at Charity Event:** I volunteered my time to help with sign-in at a local charity event. This event helped with my interpersonal skills and improved my customer service skills.
- **Manage a Little League Team:** I managed and ran a little league team where I managed several children, dealt with their parents, and handled all paperwork required for the kids to play games and participate in practices.
- **Crisis Center Volunteer:** I volunteered to answer phones at the local crisis center, learning how to answer phones tactfully and comply with privacy policies.

## Education

### Bachelor of Science in Organizational Management: - SCHOOL

MONTH YEAR

- GPA: 4.0
- Honors

### High School Diploma - River High School

May 2009

- GPA: 3.7

## Skills

### Expertise

- Customer service skills
- Phone etiquette
- Scheduling
- Message-taking
- Knowledge of Microsoft Office

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Microsoft Office
- CPR
- Administrative Assistant Certification