

Detail orientated receptionist with 5-years of experience in the manufacturing sector. Handling all front desk duties and entire reception area. Proficient in general administration and MS Office Suite. Managing a multi-line phone system, various office equipment and office supplies. Data entry 9000 KPH. Typing speed 70 WPM. Responsible for a petty cash float of \$500. Fluent in English and Spanish.

Personal

- Address**
510 Rosewood Drive, Westford
05494 Vermont, VT
- Phone number**
(802) 100 2000
- Email**
example.resumes@cvmaker.com

Work experience

Receptionist May 2017 - Present
Champlain Cable, Colchester

- Answering and rerouting phone calls to the correct extension
- Forwarding messages to internal staff and confirming receipt
- Welcoming visitors and customers and ensuring they're promptly attended to
- Providing basic product information and details of departmental personnel
- Emailing marketing information for general product enquiries
- Maintaining office supplies stock levels and ordering new stock
- Maintaining office equipment and arranging maintenance call outs
- Maintaining various electronic filing systems
- Overflow data capture and typing for executive assistants
- Ordering refreshments and snacks for on-site meetings
- Receiving and paying cash for sundry items
- Balancing petty cash monthly and replenishing cash float

Education and Qualifications

Introduction to Business Feb 2021 - Aug 2021
Community College of Vermont, Vermont

Microsoft 365 - Advanced Oct 2020 - Oct 2020
Microsoft Academy, Online

Skills

Data entry - 9000KPH	● ● ● ● ● ●
Typing - 70 WPM	● ● ● ● ● ●
Microsoft Office Suite	● ● ● ● ● ●
Communication skills	● ● ● ● ● ●
Customer service skills	● ● ● ● ● ●
Organizational skills	● ● ● ● ● ●
Problem resolution	● ● ● ● ● ●
Multitasking	● ● ● ● ● ●
Time management	● ● ● ● ● ●

References

Barry Mac Champlain Cable
(802) 890 0000
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Jennifer Bright Champlain Cable
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