ENTRY-LEVEL RECEPTIONIST

Contact

505.123.4567 📞

your.name@email.com ✉

123 Kearie Road, Des Moines, IA 50315 📍

linkedin.com/in/username 🔗

Education

(May 20XX)
BS Business Studies
Graduated magna cum laude
Des Moines University, IA
GPA — 3.8/4.0

Key Skills

Microsoft Office
●●●●●○

Google Sheets & Drive
●●●●●●

Multi-line Telephone Systems
●●●●●○

Inventory Management
●●●●●○

Time Management
●●●●●●

Team Leadership
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Profile

Recent BS Business Studies graduate with internship experience and a strong background in administrative support, seeking to leverage proficiency in Microsoft Office and multi-line telephone systems in the role of Receptionist at Excell–Horizons.

Professional Experience

RECEPTIONIST INTERN
MacArthur & Hazell – Des Moines, IA

SEP 20XX – Present

- Manage a 7-line telephone system efficiently, ensuring polite and professional communication
- Created 74 company ID badges and maintain building access systems
- Handle daily administrative tasks, including mail distribution, creating shipping labels, and managing office supply inventories
- Support event planning and logistics for company meetings and luncheons
- Increased office efficiency by 4.7% through improved inventory and supplies management techniques
- Prepared and shipped 81 supply kit binders for new field team members, coordinating with the IT team
- Provided backup support for 2 marketing administrative assistants, ensuring seamless office operations in their absence

VOLUNTEER ADMINISTRATIVE ASSISTANT
PETA – Des Moines, IA

JUN 20XX – AUG 20XX

- Coordinated logistics and managed communications for charity events and fundraisers
- Maintained confidentiality of sensitive information and supported various administrative tasks
- Conducted thorough follow-ups on 470+ donations and managed data entry using Google Sheets
- Cleaned and sanitized 2 high-touch areas, ensuring a safe environment for all volunteers and visitors
- Investigated and resolved 5 issues related to return shipments, ensuring correct crediting to the charity's accounts