



RECEPTIONIST RESUME

BY RESUME GENIUS

 (123) 456-7895  yourname@email.com

 47 Winfield Drive E., Eugene, OR 97401  [Linkedin.com/in/username](#)

profile

Receptionist with 4+ years of experience managing administrative functions for office personnel. Possess strong ability in analyzing information and providing solutions to problems. Recognized for ability to implement processes that reduce costs, while improving efficiencies. Saved AMC Corporation \$10K in undue payments from inaccurate billings. Seek to put my skills and talents into action at the Eugene Chamber of Commerce and help them support prosperous businesses in the city.

education

20XX

BS HOTEL MANAGEMENT

Portland Community College
Portland, OR

20XX

AS LITERATURE

Portland Community College
Portland, OR

professional experience

20XX – Present

RECEPTIONIST | AMC Corporation, Eugene, OR

- Researched and recovered \$10K in undue payments from past erroneous billings, earning an award from upper management
- Organized complex travel arrangements for 10 sales representatives, while reducing travel expenses by 40% by coordinating lower cost travel routes
- Develop reports and documents, transcribe meeting notes, and take dictation, ensuring 100% accuracy

20XX – 20XX

RECEPTIONIST | Stern Real Estate, Portland, OR

- Coordinated schedules, meetings, and property visits for 10 real estate agents, and provided administrative support to a total of 20 staff members
- Assisted visitors, directing them to appropriate personnel, and answered an average of 50 calls and emails daily
- Implemented new data management system that expedited data retrieval by 70%

additional skills

- Type 85 WPM
- MS Office Suite
- Multi-Line Phone Systems
- MySQL
- Problem Solving
- Team Leadership

certifications

Microsoft Office Specialist,
20XX

Professional Receptionist
Certification, 20XX

Certified Administrative
Professional, 20XX