CONTACT

(212) 555 - 5555  YOURNAME@MAIL.COM ] [www.yourwebsite.com](https://resume.io/resume-templates/?id=cpdokyF1) 

YOUR LOCATION 

**FRONT OF HOUSE RECEPTIONIST**

Efficient front of house receptionist with over 15 years’ experience in servicing visitors are rural motels and inns. Adept in POS terminal use and fluent in German and French often acting as a translator for European visitors on traveling excursions

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EXPERIENCE

**FRONT OF HOUSE RECEPTIONIST – WELLS FARGO**

JAN. 2018 - DEC. 2019

• Assists with project based administrative tasks (i.e. collating material, processing expenses, presentation assistance)

• Key point of contact for building to assist in case of a need for emergency personnel

**FRONT OF HOUDR RECEPTIONIST –**

**OR TAMBO AIRPORT**

DEC. 2016 - NOV. 2018

• Responsible for obtaining coverage when away from reception area

• Serve as the main point of contact in the building for both visitors and employees

• Monitoring all entrances of the building to ensure only authorized persons are allowed entry

• Answering phones, taking messages and paging when appropriate

**FRONT OF HOUSE RECEPTIONIST – THRIFTY CSR RENTSL**

OCT. 2016 - SEP. 2014

• Deliver exemplary customer service through strong ownership and professionalism

• Demonstrate a commitment to teamwork through relationship-building and collaboration

EDUCATION

2017 – 2019

Certified Office Administrator

University of Colorado

2012 - 2015

Aviation Desk Administrator Course

Westwood College

PROFILE



CONNOR GREEN

SKILLS

**LANGUAGES**

FLUENT IN ENGLISH + GERMAN CONVERSATION IN SPANISH

**TECH EXPERTISE**

SWITHCBOARD, VOIP, PIPEDRIVE, SLACK, MS OFFICE