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| --- | --- |
| Receiver | (123) 456 7890 |
| Open envelope | email@email.com |
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FRONT OF HOUSE RECEPTIONIST – CELL C

• Act as a backfill for team members while they are out of the office

• Maintains and manages the relationships with multiple vendors

Recent college grad seeking to work in the private sector. Looking to apply proven organizational and administration skills in a front of house receptionist role

LEEDS UNIVERSITY

Diploma in Front Desk Management

PA ACADEMY

Certified Personal Assistant

FRONT OF HOUSE RECEPTIONIST

FRONT OF HOUSE RECEPTIONIST – VODACOM

• Dealing with customer complaints in an effective and courteous manner, providing or seeking solutions as quickly as possible

SKILLS

CONTACT

MIT

Associates in Business Management

2016-2019

2016-2019

FRONT OF HOUSE RECEPTIONIST – TELKOM

• Performs routine administrative work assisting the Call Centre Manager

• Assists with project based administrative tasks

2016-2019

WORK EXPERIENCE

2016-2019

2016-2019

2016-2019

EDUCATION

PROFILE

MARY J. SEARING

