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FRONT DESK ASSISTANT - MEDICLINIC

2016-2018

• Document and provide cash over/short monthly reporting to supervisors and dining services management for review.

• Work irregular shifts such as midnight, early morning, and weekend shifts.

• Reconcile online payments (PayPal, NelNet, and Flywire, etc.) with student management systems such as StarRez.

DAMELIN

2013-2015

Diploma in Office Administration

ARIZONA COLLEGE

2016-2019

Certified Receptionist

REFERENCES

REFERENCE #2

*123 456 7890*

*Hello@email.com*

FRONT DESK ASSISTANT

Seeking a Frontdesk Assistant role with (Insert Company Name). Possess exceptional written and oral communication, computer, and organization skills to help the hospital achieve its goals.

FRONT DESK ASSISTANT - AOL

2016-2018

• Assist with badging, attendance, handouts, and provide information about meeting rooms and office facilities.

• Create accurate daily, monthly, and correcting journal entries for completed work.

ACADEMICS

HIGHLIGHTED SKILLS

PROFESSIONAL BACKGROUND

BENJAMIN GROOM

REFERENCE #1

*123 456 7890*

*Hello@email.com*

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CONTACT

PROFILE

