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AAA

MS Office

2016-2019

American Hotel Association

Certified Front Desk Assistant

2012-2015

Current part-time university graduate enrolled in bachelor’s degree program in marketing management. 2+ years’ experience as a hotel front desk clerk.

TUKKIES

Diploma in Business Management

SKILLS

FRONT DESK ASSISTANT/MEDIHELP

• Participate in administrative assistant and business unit meetings.

• Assist with the coordination of special events in support of client or Jones Lang LaSalle

• Follow safety procedures and maintain a safe working environment.

2010-2011

FRONT DESK ASSISTANT/GATEWAY BUSINESS PARK

• Assist with receiving and dispatching work requests to technical staff, vendors, or other service providers.

FRONT DESK ASSISTANT/UNILEVER

• Provide information regarding activities conducted at establishments and locations within the organization.

• Perform a variety of duties and projects pertinent to the type of establishment.

2016-2019

WORK EXPERIENCE

2014-2015

2019-2019

EDUCATION

CONTACT

PROFILE

Front Desk Assistant

MARY J. SEARING

