Michelle Williams

Strong work ethic, Detail oriented, Team-player, Flexible, Organized

**SKILLS**

November 1999 - November 2003

Alabama

Auburn High School

HIGH SCHOOL

December 2004 - December 2008

B.S. Major in Business Management

Las Vegas, Nevada

UNIVERSITY OF SANTA CLARA

**EDUCATION**

Answered guest queries and doubled as customer service representative. Planned and organized company outings and events. Prepared, organized and filed company documents.

January 2009 - December 2009

Receptionist

LOEWS CORONADO BAY RESORT, CALIFORNIA

Maintained budget documents for various departments. Greeted and coordinated with visitors and guests in the company office. Scheduled meetings and appointments for the company managers and CEO.

January 2010 - Present

Receptionist

SEA BLUE HOTEL, CALIFORNIA

**WORK EXPERIENCE**

Worked as a professional receptionist for hotels and resorts for, Versed in multi-tasking works.

123 6th St. Melbourne, FL 32904michelle.williams@email.com+1-202-555-0193

**ABOUT ME**

**CONTACTS**

Receptionist