

Emery Ihegaranya

Professional Summary

Outgoing and friendly receptionist delivering customer service and administrative excellence, including clerical support and public interaction. Excels in the management of calendar obligations, scheduling, data-entry and database administration.

Work History

Allora Consulting - Receptionist
Raleigh, NC
08/2015 - Current

- Scheduled office meetings and client appointments for team of 17 IT Consultants.
- Corresponded with clients through email, telephone or postal mail.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Received and routed business correspondence to correct department or staff member.
- Supported company Executives by scheduling and booking travel for Directors and CEO

Concord Hospitality Inc. - Administrative Assistant
Durham, NC
06/2013 - 08/2015

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Managed office operations including communications, mail distribution, supply ordering and inventory control.
- Worked successfully with different methods of data collection.

DSM Pharmaceuticals - Front Desk Associate
Greenville, NC
10/2011 - 05/2013

- Handled high volume paperwork and collaborated with accounting department to resolve invoicing and shipping problems.
- Fostered a positive work environment by consistently treating all employees and customers with respect and consideration.

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2924 Tuckland Drive, Raleigh, North
Carolina 27610

Skills

- Microsoft Office: Word, Excel, PowerPoint, Outlook
- Staff management
- Teamwork and collaboration
- Database administration
- Familiar with Concur travel tools

Education

2012
East Carolina University
Greenville, NC
Bachelor of Science: Business
Administration

2017
North Carolina Central University
Durham, NC
MBA: Master Of Business Administration

