

## Front Office Associate/Executive

# ROBERT SMITH

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## Objective

Legal assistant who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting company morale.

## Skills

Social Media Marketing, Social Media Management, Excel, Word, Research, Management.

## Work Experience

### Front Office Associate/Executive

**ABC Corporation** - June 2013 - June 2015

- Screened personal and business calls and directed them to the appropriate party.
- Maintained appropriate filing of personal and professional documentation.
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.
- Directed guests and routed deliveries and courier services.
- Screened applicant resumes and coordinated both phone and in-person interviews.

### Front Office Associate

**ABC Corporation** - 2008 - 2013

- Assisted guests with the check in and check out process.
- Managed and handled guest complaints and issues.
- Worked closely with housekeeping and security to ensure customer service satisfaction.
- Performed administrative work for front office manager (filing/PBX).
- Assisted guests with all concierge questions relating to the local area.
- Handled all cash register responsibilities (cash/credit/debit/check).
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Associate of Applied Science in Applied Science - (Central Carolina Technical College - Sumter, SC)