

ROBERT SMITH

Corporate Receptionist/Manager

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SUMMARY

A motivated, result oriented Human Resources professional, seeking an opportunity to utilize expertise, skills, and education to contribute to employer objectives, profitability, and success for a company offering potential for challenge and growth.

CORE COMPETENCIES

Word, Excel, Power Point, Form Builder, Adobe, Time Matter, Time Slips, Outlook, Efilng, Westlaw, LexisNexus.

PROFESSIONAL EXPERIENCE

Corporate Receptionist/Manager

ABC Corporation - August 2006 – August 2007

Key Deliverables:

- Responsible for answering all incoming calls and routed them utilizing the AIM Instant Messaging system.
- Set up travel arrangements through off site agency.
- Coordinated all meetings, event setup and conference calls.
- Organized with vendors on ordering breakfasts and lunches that were on and off site.
- Administered the maintenance of all the copier, faxes, and art equipment.
- Ordered, checked in and logged all internal office supplies for the office, kitchen, art department, warehouse and internal printing.
- Incoming/Outgoing of mail and internal shipping.

Corporate Receptionist

ABC Corporation - 2003 – 2006

Key Deliverables:

- Responsible for answering and directing numerous telephone calls on a daily basis.
- Kept track and updated status of employees throughout the company.
- Designed flyers in the Publisher program for any upcoming company events.
- Served visitors by greeting, welcoming, directing and announcing them appropriately.
- Received and sorted daily mail/deliveries/couriers.
- Updated appointment calendars and scheduled meeting/appointments.
- Maintained an adequate inventory of supplies.

EDUCATION

- Associate Degree in Paralegal Studies - 2008(Collin College - Plano, TX)