



JIN NGUYEN

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Resume Objective

Accomplished Receptionist with expertise in managing schedules, enhancing customer satisfaction, and improving operational efficiency. Proficient in Microsoft Office and event coordination, with a strong background in communication. Proven track record in boosting client relations through effective problem-solving and multitasking.

Education

Master of Arts: Business Administration, 05/2022
Springfield University - Eastside, WA

Bachelor of Arts: Communication, 05/2020
Springfield College - Eastside, WA

Skills

Customer relationship management

Multitasking

Time management

Event coordination

Communication skills

Work History

Receptionist, 01/2024 to 12/2025
Maple Leaf Hospitality – Eastside, WA

- Managed schedule, improved efficiency by 20%
- Answered calls, enhanced client satisfaction 15%
- Organized events, increased participation 25%

Front Desk Coordinator, 01/2023 to 12/2023
Greenfield Suites – Eastside, WA

- Greeted guests, boosted reviews by 25%
- Scheduled meetings, increased bookings 10%
- Managed correspondence, cut response time 30%

Accomplishments

- Developed a new client check-in system, cut wait time by 40%
- Designed guest feedback program, improved service by 30%