Jill Elizabeth Michel

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**Summary of Work Experience**

Highly organized, hard working and personable with great attention to detail and extensive experience as a receptionist.

**Cohen, Pontani, Lieberman & Pavane** , New York, NY **Jan. 1993-June 2011**

* Worked for an Intellectual Property Law Firm that grew from 25 to 60 staff
* Answered 15-line Telephone/Switchboard
* Screened and transferred all calls
* Met and greeted clients
* Received, opened, sorted and delivered all mail
* Scheduled conference rooms for firm and client meetings
* Ordered refreshments for lunches and meetings
* Made all travel arrangements for firm and clients both nationally and internationally
* Talked to vendors and ordered supplies
* General filing, faxing and typing using Microsoft Word
* Firm Closed

**Colony Glass, New York**, **NY** **Jan.1992-Dec.1992**

* Worked for import/export firm selling tabletop glassware
* Answered 10-line Telephone/Switchboard
* Screened and transferred all calls
* Met and greeted clients
* Received, opened, sorted and distributed all mail
* Typed correspondence using Dictaphone
* Company closed