



Contact

Patricia Giordano
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Francisco, CA 94016
(530) 732-2544
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Skills

- Customer service & client relations
- Appointment scheduling & calendar management
- Microsoft Office, Google Workspace, POS systems
- Cash handling & basic invoicing
- Front-desk procedures & record keeping

Languages

Italian · French · Spanish

Patricia Giordano

Reliable • Polite • Detail-oriented

Receptionist

Profile

Reliable receptionist with 10+ years of experience managing front-desk operations in busy service environments. Expert at appointment scheduling, client relations, and administrative systems. Strong written and verbal communication, calm under pressure, and committed to delivering friendly, accurate service.

Employment History

Receptionist — Alfred Young Design, San Francisco

Nov 2014 — Aug 2019

- Managed 60–90 client contacts daily; maintained appointment logs and client records with 99% accuracy.
- Introduced a new scheduling template reducing booking conflicts by 30%.
- Handled front desk cash and reconciliations, processed invoices and deliveries.

Receptionist — Little Star Day Spa, Los Angeles

Jun 2003 — Oct 2014

- Coordinated bookings, walk-ins and phone reservations for a high-volume spa.
- Trained new front-desk staff and improved check-in speed by 20% through process tweaks.

Education

Associate of Communications — Pierce College, Los Angeles, Aug 2003 — May 2005

High School Diploma — Maria Regina High School, Sherman Oaks, Sep 1999 — Jun 2003

