

Jozie Straubmuller

Office Assistant

Franklinville, NJ - Email me on Indeed: [indeed.com/r/Jozie-Straubmuller/507d0d469493d1ba](https://www.indeed.com/r/Jozie-Straubmuller/507d0d469493d1ba)

Dedicated and focused receptionist who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

Microsoft Office proficiency Time management
Excel spreadsheets Professional and mature
Meticulous attention to detail Dedicated team player
Authorized to work in the US for any employer

WORK EXPERIENCE

Receptionist

Siganos Management Inc - Northfield, NJ - December 2015 to February 2016

Responsibilities

Made copies, sent faxes and handled all incoming and outgoing correspondence. Organized files, faxed reports and scanned documents Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Maintained the front desk and reception area in a neat and organized fashion. Organized files, faxed reports and scanned documents. Received and distributed faxes and mail in a timely manner.

Skills Used

Proficiency in Microsoft programs. Answering a multi-line phone. Being able to work under a time frame and stress.

Office Assistant

Four Seasons Garden Center - Mullica Hill, NJ - February 2014 to July 2014

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Designed electronic file systems and maintained electronic and paper files. Maintained the front desk and

reception area in a neat and organized fashion. Made copies, sent faxes and handled all incoming and outgoing correspondence. Organized files, developed spreadsheets, faxed reports and scanned documents. Managed the day-to-day calendar for the company's senior director.

Receptionist

America's Best - Sewell, NJ - July 2013 to October 2013

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Maintained the front desk and reception area in a neat and organized fashion. Made copies, sent faxes and

handled all incoming and outgoing correspondence. Organized files, developed spreadsheets, faxed reports and scanned documents. Received and distributed faxes and mail in a timely manner.

Hostess/Barista

Larry's II - Vineland, NJ - July 2012 to January 2013

Managed daily office operations and maintenance of equipment. Maintained the front desk and reception area in a neat and organized fashion. Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Greeted visitors and handled all their needs in a timely fashion.

Store Associate

Key Holder - November 2010 to June 2012

Things Remembered - Vineland, NJ

Maintained the front desk and reception area in a neat and organized fashion. Help customers with what they were

looking for and completed orders in a timely manner. Handled opening and closing the store, along with deposits.

EDUCATION

General

Delsea Regional High School - Franklinville, NJ

2011