

RECEPTIONIST/ HR ASSISTANT
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Professional Summary

- Ambitious HR Assistant with over one and a half years of experience in performing a wide variety of technical, clerical and administrative office duties. Highly skilled in time management, HR procedures and policies and recruiting selection .
 - Focused Business Administrative graduate student with over one and a half years of professional experience in a human resource department. Dependable, dedicated and knowledgeable in all HR aspects.
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Skills

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|------------------------|----------------------------|
| • Effective planning | • Knowledge of HR policies |
| • Problem solving | • Monitoring |
| • MS Office proficient | • Teaching |
| • ADP Workforce Now | • Computer literacy |
| • Maintaining files | • Communication skills |
| • Organized | • Multitasker |
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Work History

Litehouse Inc Receptionist/ HR Assistant // Danville , VA // July 2016 to Current

- Greeted customers and visitors in-person and via telephone calls.
- Monitored and screened visitors to verify accessibility to inter-office personnel.
- Coordinated office inventory by restocking supplies and placing purchase orders.
- Kept reception area clean and neat to give visitors a positive impression of the company.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Monitored premises building security, screened visitors, updated logs and issued passes.
- Sorted, received, and distributed mail correspondence between departments and personnel, including parcel packaging, preparation, and efficient shipping.
- Opened and properly distributed incoming mail.
- Organized all new hire, security and temporary paperwork.
- Completed data entry, tracked resumes and maintained the applicant tracking system.
- Delivered friendly assistance with new hires throughout the interview/hiring process.
- Assisted with meetings and presentations within company.
- Kept updated records of all employee time of including personal, sick, and breavement.
- helped upkeep and organize all personal files
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Mckibbon Hospitality Receptionist/ HR Assistant // Cape Coral , FL // July 2016 to Current

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Aimbridge Hospitality Front Desk Supervisor // Irving, TX // January 2014 to May 2016

- Customer contact/ greeting customers and answering phones
- Resolved issues in a timely and professional manner with knowledgeable and friendly service.
- Reported maintenance problems to the appropriate personnel.
- Prepared weekly employee work schedules for team members.
- Trained new staff on correct procedures, compliance requirements and performance strategies.
- Investigated and resolved customer inquiries and complaints in an empathetic manner.
- Strong leader of customer support staff.
- Greeted daily visitors and customers upon entrance.
- Was an interviewer for all open front desk positions.

Aimbridge Hospitality Front Desk Supervisor // Kissimmee, FL // January 2014 to May 2016

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Cleburne Sports Complex Worker // City, STATE // February 2013 to October 2013

- Promptly and empathetically handled guest concerns and complaints.
- Greeted customers and provided excellent customer service.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Strictly followed all cash, security, inventory and labor policies and procedures.

Company Name Worker // City, State // February 2013 to October 2013

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- Greeted customers and provided excellent customer service.
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- Strictly followed all cash, security, inventory and labor policies and procedures.

Company Name Worker // City, State // February 2011 to July 2012

- Consistently provided friendly guest service and heartfelt hospitality.
- Promptly and empathetically handled guest concerns and complaints.
- Greeted customers and provided excellent customer service.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Strictly followed all cash, security, inventory policies and procedures.

Company Name Concession stand // City, State // June 2009 to August 2009

- Customer Service.

Skills

Academic, Accounts Receivable, ADP, business cards, Customer Service, Finance, general office duties, Human Resource Management, access, mail, Microsoft Office, Outlook, PowerPoint, reception, Recording, scheduling, Statistics, switchboard, answering phones

Academic, accounts receivable, adp, business cards, customer service, finance, general office duties, human resource management, access, mail, microsoft office, outlook, powerpoint, reception, recording, scheduling, statistics, switchboard.

Education

MBA - Human Resource Management Tarleton State University Fort Worth // Anticipated December 2018

MBA - Human Resource Management Tarleton State University Fort Worth // Anticipated December 2018

Bachelor of Science - Psychology Tarleton State University // May 2016

- Course work in Speech and Communication, Sociology and Psychology

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- Dean's List, Â [Spring, 2013] [Fall, 2014] [Spring and Fall, 2015]

Bachelor of Science - Psychology Tarleton State University // // May 2016

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