



CONTACTS

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in taylor-smith

☎ +12345678902

📍 Chicago, IL

SKILLS

- Exceptional Communication
- Multitasking & Organization
- Customer Service Excellence
- Proficient in MS Office & Front Desk Software
- Data Entry & Management
- Problem Solving & Conflict Resolution
- Event Coordination & Scheduling

EDUCATION

Associate Degree in Business
Administration

Chicago Community College | Chicago, IL
2012 – 2014

Taylor Smith

Receptionist

EXPERIENCE

Receptionist

Corporate Solutions Inc. | Chicago, IL

Managed the front desk of a busy corporate office, enhancing customer service protocols.

1.5 years Customer Service Enhancement

Jan 2022 – Jun 2023

Front Desk Associate

Hotel Grand Vista | Chicago, IL

Provided exceptional service in a fast-paced hotel environment, significantly improving guest satisfaction scores.

1.5 years Guest Satisfaction Improvement

Jul 2020 – Dec 2021

Administrative Assistant

GreenLeaf Wellness Center | Chicago, IL

Supported daily administrative tasks, contributing to a 20% increase in office efficiency.

1.5 years Office Efficiency Increase

Jan 2019 – Jun 2020

Receptionist

Tech Innovations Co. | Chicago, IL

Coordinated all front desk operations, streamlining communication between departments.

1.5 years Communication Streamlining

Jul 2017 – Dec 2018

Office Assistant

Creative Designs Ltd. | Chicago, IL

Assisted with various office duties and customer inquiries, facilitating a positive work environment.

1.5 years Positive Environment Facilitation

Jan 2016 – Jun 2017

Junior Receptionist

HealthPlus Clinics | Chicago, IL

Greeted patients and managed appointment schedules, improving the patient experience.

1.5 years Patient Experience Improvement

Jul 2014 – Dec 2015

ABOUT

Taylor Smith is a proficient and dedicated Receptionist with 9 years of experience providing high-quality administrative support and customer service in various settings. Known for exceptional communication skills and the ability to manage multiple tasks efficiently, Taylor has consistently demonstrated the capacity to improve operational processes and enhance customer satisfaction. With a strong background in office administration and a commitment to creating a welcoming and efficient environment, Taylor is an invaluable asset to any front desk or administrative team.