

**Stella Moye**  
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## **Professional Summary**

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Professional and customer-focused Receptionist / Administrative Support professional with experience serving as the first point of contact in busy office environments. Proven ability to deliver welcoming, courteous service to clients, staff, and visitors while managing front-desk operations, processing payments, and supporting daily administrative functions. Highly organized, detail-oriented, and proficient in Microsoft Office, with a strong commitment to accuracy, confidentiality, and public-facing professionalism.

## **Work Experience**

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### **Receptionist**

Progressive Vines Abilities, Alberta 11/2024– till date

- Serve as the primary front-desk contact, welcoming visitors and providing professional, friendly assistance in person, by phone, and via email.
- Respond to inquiries, relay messages accurately, and ensure timely communication with staff and supervisors.
- Maintain and update client records, ensuring confidentiality, organization, and data accuracy.
- Support daily office operations including opening and closing procedures, front office organization, and supply
- Coordinate scheduling and appointments to ensure efficient workflow and minimal service delays.
- Manage incoming and outgoing correspondence, including mail and internal documentation
- Assist with general administrative duties such as filing, inventory tracking, and office support tasks.

## **Key Skills**

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Front Desk & Reception Operations | Customer & Public Service Excellence | Cash Handling & Payment Processing | Professional Phone & Email Communication | Records Management & Filing | Microsoft Office (Outlook, Word, Excel) | Administrative & Clerical Support | Time Management & Attention to Detail | WHMIS & Workplace Safety Compliance

## **Education**

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**Office Assistant** 2025  
MacEwan University, Edmonton

## **Certifications**

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- WHMIS & Workplace Safety Training 2025
- Standard First Aid & CPR 2024