

RECEPTIONIST CV

EXAMPLE BY CV GENIUS

PERSONAL STATEMENT

Customer-focused Receptionist with 5+ years of experience working in the public and private sectors. Adept at efficiently handling challenging clients, demonstrating excellent telephone and customer service skills, as well as presenting quality work. Skilled communicator with the ability to develop strong relationships with clients and set them at ease. Instrumental in maintaining records, handling multi-line phone systems, and database management with 100% accuracy.



07123 456 789



your.name@gmail.com



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WORK EXPERIENCE

Receptionist

December 20XX – Present | Salient Accounting & Finance, Basildon

- Handle multi-line phone system, operate telephone switchboard, and manage and update client database with the required information
- Greet 17+ guests per day at the check-in desk with a friendly smile, provide necessary paperwork, and update system records
- Organise appointments using a telephone and email appointment scheduling system for a team of 6+ managers
- Maintain executive managers' calendars by planning and scheduling conferences and making travel arrangements
- Implemented a new CRM and reporting system, reducing costs by 30% whilst improving productivity by 25%
- Manage 120+ phone calls daily with 0 complaints in the last 3 years

Receptionist

May 20XX – November 20XX | HM Revenue & Customs, Oxford

- Warmly greeted people entering the facility by determining their purpose of visit and escorting them to appropriate staff
- Maintained logbooks, including sign-in logs, front desk expenditures, and received calls
- Restructured office scheduling and record management system, improving accuracy by 27%
- Ensured maximum client satisfaction, achieving a 90% customer satisfaction score

Personal Statement Samples For Receptionist

Terry C. Jones



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Security Operations Management Robert McCrie, 2011-03-31 The second edition of Security Operations Management continues as the seminal reference on corporate security management operations Revised and updated topics covered in depth include access control selling the security budget upgrades to senior management the evolution of security standards since 9 11 designing buildings to be safer from terrorism improving relations between the public and private sectors enhancing security measures during acute emergencies and finally the increased security issues surrounding the threats of terrorism and cybercrime An ideal reference for the professional as well as a valuable teaching tool for the security student the book includes discussion questions and a glossary of common security terms Additionally a brand new appendix contains contact information for academic trade and professional security organizations Fresh coverage of both the business and technical sides of security for the current corporate environment Strategies for outsourcing security services and systems Brand new appendix with contact information for trade professional and academic security organizations *The Law School Buzz Book* Carolyn C. Wise, 2006 Most law school guides offer school reported stats to admission rates average test scores etc No publisher understands insider information like Vault now Vault brings this expertise to law schools Unlike other law school resources Vault s guide includes insider information about employment and admissions **The Complete Idiot's**

Guide to Getting Government Jobs The Partnership for Public Svc, 2010-05-04 Bail yourself out with employment opportunities In these turbulent times when private corporations are in trouble the employer that seems to be offering the most stable employment opportunities is the public sector With The Complete Idiot s Guide to Getting Government Jobs readers will learn how to navigate the government application process to find stable employment opportunities available from county municipalities as well as state and federal agencies Includes advice on drafting resumes suited to the specific requirements of the hiring agency How to complete the appropriate application most effectively Methods of marketing an applicant s skills in the government sector Search tools for government job websites Step by Step College Writing Randy Devillez, 1996-07

A Hand-book of the History, Organization, and Methods of Work of the Young Men's Christian Associations Young Men's Christian Associations of North America. International Committee, 1892 **Educart CBSE**

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The American Stationer ,1882 **Graduate Admissions Essays, Fourth Edition** Donald Asher, 2012-07-31 The fully updated fourth edition of the go to guide for crafting winning essays for any type of graduate program or scholarship including PhD master s MBA MD JD postdocs DDS DVM Rhodes Marshall Fulbright you name it Based on thousands of interviews with successful grad students and graduate admissions officers Graduate Admissions Essays deconstructs and demystifies the ever challenging and seemingly more impersonal application process for getting into graduate and scholarship programs The book presents 50 sample essays in a comprehensive range of subjects detailed strategies that have proven successful for some of the most notoriously competitive graduate programs in the country as well as sample letters of recommendation essays for residencies and fellowships and postgrad applications

The Athenaeum ,1884 **Athenaeum and Literary Chronicle** ,1884 **The Athenaeum** James Silk Buckingham, John Sterling, Frederick Denison Maurice, Henry Stebbing, Charles Wentworth Dilke, Thomas Kibble Hervey, William Hepworth Dixon, Norman Maccoll, Vernon Horace Rendall, John Middleton Murry, 1884

It's Your Wedding - Not Theirs Miles O'Brien Riley, 2008-11 The Bridal Biz not only triples the price of wedding services it literally takes the wedding away from the bride and makes it an impersonal secular event that is all they know and treats your wedding like a Ken and Barbie runway at a fashion show based on Hollywood movies and silly TV shows It s Your Wedding Not Theirs is a comprehensive creative guide to help you plan a distinctively unique personal and sacred celebration If you want a Martha Stewart wedding do not buy this book With photos and suggestions from 55 brides this book offers dozens of tips on how to make your celebration a memorable experience not just an expensive event This simple 65 page guide book will walk you through 40 plus chapters including your goal your attitude your groom your mother your focus or theme your

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The Flaming Sword ,1895 **Wellness Centers** Joan Whaley Gallup,1999-04-26 Bringing together the best aspects of ambulatory care complementary medicine and fitness clubs under one roof wellness centers are poised to become an essential vehicle of healthcare delivery for the 21st century Although wellness based programs have been instituted by nearly every hospital system in North America very little has been published on this rapidly emerging building type Wellness Centers enables design professionals and others to understand the fitness and healthcare requirements of these facilities and to address them effectively in their work Providing essential insights into balancing the healthcare and retail demands of wellness centers Joan Whaley Gallup reviews every step of the planning and development process addressing project assessment financing programming and marketing She draws on her extensive expertise in creating wellness centers to cover a full range of development and design considerations including design guidelines for lobby waiting areas clinical space administrative areas pools saunas and indoor gardens Finally an inspiring project portfolio profiles an impressive roster of successful wellness centers from around the world With useful information on code compliance plus floor plans schematic designs and more this book is a vital professional resource for anyone involved in wellness center design planning or management The wellness center is the most positive nurturing life affirming building type ever to evolve in the history of healthcare facilities design By turning inside out the trends of past centuries we can now focus on wellness We can create buildings that will nurture and sustain us healing environments that will serve to support happy life enhancing activities Centers for wellness are centers for life from the Preface The first book of its kind Wellness Centers offers design professionals and others complete cutting edge coverage of these complex new facilities from planning and development issues to design guidelines and case examples of successful wellness centers from around the world Written by an architect with extensive experience in the field this book provides a firm foundation in wellness center design planning and management essential reading for anyone involved in this rapidly growing area of healthcare design

ICESC 2019 Julius Tanesab ,Adrianus Amheka,Butje Fanggi,2019-10-18 We are delighted to introduce the proceedings of the 1st International Conference on Engineering Science and Commerce ICESC 2019 Tourism is one of the fastest growing industries and contributes a great deal to economies around the world However it is inevitable that activities in the development of the tourism industry have caused many problems both in local culture and the environment What is the role of Engineering Science and Commerce to support Sustainable Tourism This conference has brought researchers academicians and

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