

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



47 Kings Road, Basildon, SS99 922



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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

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Sandra E. Lamb



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series Getting Into Art Design Courses Getting Into Business Economics Courses Getting Into Engineering Courses Getting Into Law Getting Into Medical School Getting Into Oxford Cambridge Getting Into Physiotherapy Courses Getting Into Psychology Courses Getting Into Veterinary School 2011 ,2011-07-01 11 2011

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 A Hand-book of

the History, Organization, and Methods of Work of the Young Men's Christian Associations Young Men's Christian

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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 practitioners to contribute to the body of knowledge and practical problem solving from the field of engineering science and technology that are relevant to support sustainable tourism Engineering papers focused on the role of renewable energy information technology civil and mechanical engineering researches that support sustainable tourism In the field of science the papers discussed achievements of the latest technology in finding environmentally friendly products The role of business and accounting systems to support the sustainable tourism was indicated by more than 20 papers We hope that the proceedings will be an exceptional source for readers who concern to the impacts of the development of tourism on natural resources consumption patterns pollution and social systems **Presbyterian Banner** ,1902 Federal Communications Commission Reports. V. 1-45, 1934/35-1962/64; 2d Ser., V. 1- July 17/Dec. 27, 1965-. United States. Federal Communications Commission,1970

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