

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

Personal Statement Samples For Receptionist

J Elliott



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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 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 **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 **Step by Step College Writing** Randy Devillez,1996-07 **Educart CBSE Sample Paper Class 12 2025-26 - English Core (Based on latest CBSE Sample Papers Released on 30-07-25) For 2026 Board Exam** Educart,2025-10-09 This book is created to guide Class 12 students in preparing for the English Core board exam 2026 following the exact CBSE sample paper pattern It focuses on building strong comprehension writing and literature analysis skills with ample practice Book Structure Chapter wise and section wise sample papers Includes Reading Comprehension Writing Skills and Literature questions Based on official CBSE sample papers released on 30 07

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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

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

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