

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

Sabine Zange



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Security

Operations Management Robert McCre,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

Getting Into Dental School Adam Cross,2011-02-18 Are you keen to study dentistry at university Need advice on making your dental school application stand out head and shoulders above the rest If so Getting into Dental School is the book for you full of essential information that can secure your place at the dental school of your choice From deciding whether dentistry is right for you and choosing the right A levels to creating a winning personal statement on your UCAS application and performing brilliantly at interview

everything you need to know to give yourself a chance of success is included Packed full of expert advice insider tips as well as current issues facing the profession Getting into Dental School will give you a head start in one of the most competitive application processes in the UK Fully updated to reflect current dental application procedures and funding advice Getting into Dental School contains valuable guidance for overseas and mature students as well as tips on getting useful work experience Getting into Dental School also contains a look towards your dentistry career by including information on specialisation and dentist salaries and allowing you to plan your career path depending on whether you are interested in a career as a general dental practitioner or as a hospital or community dentist Founded in 1973 MPW a group of independent sixth form colleges has one of the highest number of university placements each year of any independent school in the UK and has developed considerable expertise in the field of applications strategy They author the Getting Into guides which explain the application procedures for many popular university subjects as well as the best selling How To Complete Your UCAS Application Also available in the Getting Into 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 *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 *Cost Management of Construction Projects* Donald Towey, 2013-06-12 The cost manager quantity surveyor plays a pivotal role in the financial and contract management of construction projects although the exact nature of the service they provide depends on the project employer's terms of engagement This can mean acting as consultant in a range of roles including cost and advisory services for budget setting to initiate a project cost management through the design and construction phases contract administration and acting as the client side project manager to oversee the entire building process Cost Management of Construction Projects focusses on the cost manager quantity surveyor engaged by the project client and discusses key elements that help drive project success including measurement based on the New Rules of

Measurement published by RICS procurement cost planning contract administration and project cost management With examples it provides a thorough guide to the role in the workplace and in the field directly addressing the day to day situations faced by the cost manager quantity surveyor Donald Towey MRICS has extensive experience of the construction industry His experience began as an estimator with a glass glazing contractor in Manchester Following a number of positions with UK contractors he relocated to Australia and has worked with a number of developers and main contractors as well as doing freelance work He is currently working in contracts management in Sydney **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 family your budget your guest list your location your celebrant your wardrobe your rings your vendors your ceremony your legal requirements your program your rehearsal and dinner your ceremony and reception your honeymoon and your marriage With very practical tips on every aspect of your wedding weekend from welcome to readings and love letters to vows and symbols of unity to cultural customs favors toasts and cake this book shows you how to present yourselves as hosts rather than self conscious stars and how to move from a costly cookie cutter party to a sacred fun mature memorable celebration *The Flaming Sword* ,1895

Federal Communications Commission Reports United States. Federal Communications Commission,1970

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 *Flight* ,1917 *Educational Research for Early Childhood Studies Projects* Jan Gourd,2023-09-05 This accessible book provides a step by step guide to carrying out educational research within the context of early years practice Written by an expert team of authors who have supported many students through their dissertations it will help you learn the skills necessary to develop ownership and understanding of the research process and successfully complete your dissertation or research project while maintaining a work life balance The chapters cover all elements of the research process from advice on choosing a topic and working with your supervisor to the different research methods you may employ Ethical considerations and advice on collecting and analysing data and presenting your findings are presented alongside exploratory tasks proformas and reflective questions making it a useful companion for dissertation or research project modules Crucially the book understands that some undergraduate students may have additional responsibilities and introduces ways to manage workloads alongside caring or work responsibilities Aimed at those studying

on Early Years Foundation Degrees or Early Childhood Studies courses this is essential reading for all early years undergraduate students embarking on their first research project

Designing a Better Day Keith Diaz Moore, Lyn Dally Geboy, Gerald D. Weisman, 2006-10-20 Winner of the 2007 Polsky Prize given by the ASID Foundation As the U S population ages adult day services have become an integral component in the continuum of care for elderly people Providing a variety of social and medical services for cognitively or physically impaired elderly people who otherwise might reside in institutions these facilities can be found in a variety of building types from purpose built facilities to the proverbial church basement They also vary widely in their philosophies case mix funding mechanisms and services In this interdisciplinary study Keith Diaz Moore Lyn Dally Geboy and Gerald D Weisman offer guidance for planning and designing good quality adult day services centers They encourage architects caregivers and staff members to think beyond the building organizational mission and staffing structure to conceive of the place that emerges as an interrelated system of people programming and physical setting Through case studies thoughtful explanations and well crafted illustrations *Designing a Better Day* provides caregivers architects and administrators tools with which they can make qualitative changes for participants and their families Organized into three parts creating awareness increasing understanding and taking action this book will be a key resource for professionals involved in creating and maintaining effective adult day services centers

The Athenaeum, 1884 Introduction to Documentary, Third Edition Bill Nichols, 2017-03-27 The third edition of Bill Nichols s best selling text provides an up to date introduction to the most important issues in documentary history and criticism A new chapter I Want to Make a Documentary Where Do I Start guides readers through the steps of planning and preproduction and includes an example of a project proposal for a film that went on to win awards at major festivals Designed for students in any field that makes use of visual evidence and persuasive strategies *Introduction to Documentary* identifies the genre s distinguishing qualities and teaches the viewer how to read documentary film Each chapter takes up a discrete question from How did documentary filmmaking get started to Why are ethical issues central to documentary filmmaking Here Nichols has fully rewritten each chapter for greater clarity and ease of use including revised discussions of earlier films and new commentary on dozens of recent films from *The Cove* to *The Act of Killing* and from *Gasland* to *Restrepo*

Becoming a Public Relations Writer Instructor's Manual Ronald D. Smith, 2003-06 Using no nonsense language realistic examples easy to follow steps and practical exercises this book guides students through various types of public relations writing A focus on ethical and legal issues is woven throughout with examples and exercises that deal with public relations as practiced by corporations non profit agencies and other types of organizations large and small In addition the book addresses the most comprehensive list of public relations writing formats to be found anywhere from old standbys like news releases to electronic mail and other opportunities in new technologies Laying the foundation for an integrated approach that touches on public relations advertising and direct mail this second edition is divided into four parts Part I deals with principles of effective writing useful

in all disciplines Part II focuses on news as the bridge an organization can build to its various publics Part III takes you through a variety of writing formats and environments that provide an internal or controlled approach Part IV is the wrap up that pulls together the various writing styles presented in this book as part of an integrated communication package

Becoming a Public Relations Writer is a different kind of textbook for college and university students It provides writing instruction for people preparing to enter the profession and guides students with models and step by step patterns designed to increase competence and build confidence in students on their way to becoming public relations writers

Congressional Record United States. Congress, 1971 The Musician's Guide to Brides Anne Roos, 2008-03 Book

Professional harpist Anne Roos draws upon her years of experience working with wedding planners and brides to guide the reader every step of the way to becoming a successful wedding musician Readers will also get insider advice from internationally recognized wedding planning professionals comprehensive worksheets and checklists that provide all they need to know to plan their business and performances and even sheet music arrangements of traditional wedding music This is a must have book for musicians and bands who want to keep their calendar full with high paying wedding ceremonies and receptions

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