

# RECEPTIONIST CV

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## 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

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**United States. Federal  
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edition also provides Mains Preparation Strategy Resources The book explains the purpose of the Essay paper and elucidates  
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resolution In addition the book provides 30 Model Essays to learn and practice In 15 of these Mind Maps have been provided  
along with strategy of developing the Essay with the help of the Mind Map It provides a large number of Quotations  
Anecdotes Stories Poems and Studies that can make your essay stand apart The Answers to the 4 General Studies Papers are  
very critical to score high in the Main Exam The book provides a lot of Tips Ideas Suggestions to achieve that perfectness  
required for a BEST Answer

**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

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**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 30-07-25 Covers competency based and case based questions Solved and unsolved practice sets with detailed solutions How Good are Educart Sample Papers Strictly aligned with CBSE's updated English Core syllabus Covers a variety

of question types for holistic preparation Provides exam like practice to improve speed and accuracy Helps students strengthen language and expression with model answers Why Choose this Book Most recommended CBSE reference for Class 12 English Core Builds confidence in comprehension writing and literature answers Ideal for systematic practice and last moment revision Perfect for Class 12 students aiming to excel in English Core and score confidently in the 2026 CBSE Board Exam

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**, 1894  
*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

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