
Clerical Receptionist Resume

Job Objective

In search of a well-established company when I can utilize my talents and skills by securing a position as a Clerical Receptionist.

Summary of Qualifications:

- Huge experience in working as a receptionist in a clerical environment
 - Profound knowledge of office clerical procedures
 - Proficient with computer systems, multi-line and multi-channel communications system
 - Ability to multitask and resolve all problems efficiently
 - Ability to work with various database programs
 - Skilled at keyboarding, filing, handling incoming and outgoing mail, and sending correspondence
 - Sound organizational skills and communication skills
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Work Experience:

Clerical Receptionist, August 2005 – Present
Bennett College, Metairie, LA

- Managed all phone calls and directed them to various personnel or departments.
- Assisted the accounts team in managing the account receivables and payables.
- Performed all administrative work such as filing documents.

Clerical Receptionist, May 2000 – July 2005
Vantage Staffing Solutions, Metairie, LA

- Managed a multi line telephone system efficiently, checked the voice mail and directed the calls to the appropriate personnel.
 - Maintained all route publications and received and sorted all mails coming to the office.
 - Organized the fax systems by helping personnel in sending faxes and distributing all the incoming faxes to appropriate personnel.
 - Handled the office supplies inventory and made purchase orders when required.
 - Administered all the clerical duties in the office.
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Education:

High School Diploma, Eureka High School, Eureka, IL

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