
Corporate Receptionist Resume

Job Objective

To be given the opportunity to work as a Corporate Receptionist and use my training to boost the growth of company and increase clientele.

Highlights of Qualifications:

- Remarkable secretarial and receptionist experience in a corporate environment
 - Sound knowledge of managing multiline switchboard
 - Ability to work for long hours and overtime to complete work
 - Ability to multitask and prioritize the work to meet the deadlines
 - Proficiency in using automated office equipment's – Multi-line phone, facsimile and copy machines
 - Ability to answer a multi-line phone, greet and provide service and assistance to employees, applicants
 - Ability to distribute mail, assign badges, log in guest information and greet visitors
 - Ability to prioritize tasks and work well under pressure
 - Outstanding communication and organizational skills
 - Typing speed of a 45 words per minute
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Professional Experience:

Corporate Receptionist, August 2005 – Present
Universal Health Care Group, Worcester, MA

- Managed a multiline telephone system and received and directed the calls to the appropriate members.
- Greeted all visitors in a courteous manner and guided them to the appropriate departments.
- Maintained all the supplies and scheduled their shipment and pick up.
- Managed the interoffice mail boxes and sorted all mails and packages coming to the office.
- Maintained a clean and professional looking reception, lobby and conference rooms.
- Scheduled meetings and ensured that the conference rooms are available at that time.

Corporate Receptionist, May 2000 – July 2005
Executeam Staffing, Worcester, MA

- Updated all the employee phone lists and created new mailboxes for the new employees.
 - Maintained the voice mail box, retrieved messages and forwarded it to the appropriate personnel.
 - Greeted all callers and visitors in a pleasant manner and assisted them with any address or directions.
 - Monitored all the incoming faxes and other deliveries, ensured that they are sent to the appropriate personnel.
 - Schedules appointments and coordinated with the conference room availability.
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Education:

High School Diploma, Thomas McKean High School, Wilmington, DE

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