
Front Desk Administrator Resume

Job Objective

Seeking an opportunity to use my strong organizational skills, special training and past experience to secure a Front Desk Administrator position within a well established organization.

Highlights of Qualifications:

- Remarkable experience managing in busy office environment
 - Huge knowledge of Internet and Microsoft Office programs
 - Deep knowledge of bookkeeping
 - Familiarity with administrative and clerical procedures
 - Amazing ability to be flexible in approach to work
 - Outstanding ability to deal with people and multitask
 - Superior communication skills
 - Excellent customer service skills
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Professional Experience:

Front Desk Administrator
Crowe Horwath LLP, Red Banks, MS
November 2007 – Present

- Handled telephone, screen and direct calls.
- Provided administrative support to group of architects.
- Managed incoming and outgoing mail and deliveries.
- Formulated travel arrangements.

Front Desk Administrator
National Associates Inc, Red Banks, MS
December 2003 – October 2007

- Imparted administrative support and supervised head office reception area.
 - Handled Administration Request Forms.
 - Assured proper answering of calls.
 - Managed distribution of messages.
 - Outlined Boardroom Bookings schedule.
 - Formulated timetable of meetings.
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Education:

Bachelor's Degree in Public Relations
Yuba College, Marysville, CA

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