
FRONT DESK ASSISTANT RESUME

Objective:

To obtain the Front Desk Assistant position that will expand and develop my skills.

Summary of Skills:

- Excellent client service skills
 - Demonstrated administrative and office coordination skills
 - Ability to deal with a wide variety of individuals
 - Ability to deal sensitively and effectively with patients
 - Ability to work with little supervision
 - Excellent organizational and problem-solving skills
-

Work Experience:

Front Desk Assistant
Affordable Care, Milwaukee, WI
August 2005 to till date

- Assisted with training front desk staff through standard operating procedures.
- Performed daily front desk inspections.
- Ensured cleanliness and a professional presentation of the club.
- Assisted with recruiting and interviewing front desk team members.
- Answered and transferred phone calls in a timely and professional manner.

Front Desk Assistant
Life Time Fitness, Inc., Milwaukee, WI
May 2000 to July 2005

- Admitted members by scanning their membership cards.
 - Answered and transferred phone calls in a timely and professional manner.
 - Provided constructive feedback.
-

Education:

Associate Degree in Public Relations
St. Francis University, Loretto, PA

[Build your Resume Now](#)