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# FRONT DESK ASSISTANT RESUME

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## Objective:

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

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## 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
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## 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.
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## Education:

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

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