
Front Desk Coordinator Resume

Job Objective

To obtain a Front Desk Coordinator position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Front Desk Coordinator, May 2004 – Present
Uninor, Portage, IN

- Coordinated with administrative functions including word processing correspondence, memos and reports.
- Handled incoming and outgoing mails and overnight packages to include sorting and distributing to appropriate individuals.
- Ensured the efficient operation of all office equipment and arranged for maintenance of equipment.
- Coordinated and overseen the completion of special projects.
- Scheduled appointments and office meetings.
- Coordinated travel and accommodation arrangements and prepared related agendas for the company.

Front Desk Coordinator, March 2002 – April 2004
Aegis,inc., Portage, IN

- Handled inquiries via phone, took and relayed messages in a professional and timely manner.
 - Scheduled patients for services to assure their treatment goals are met.
 - Called and reminded patients of appointment times as necessary to assure appointments are kept.
 - Assured missed appointments are rescheduled.
 - Organized and promoted internal workshops and cross promotion.
 - Coordinated with team to achieve desired results.
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Summary of Qualifications:

- Outstanding experience in Hospitality and Guest service
 - Proficiency in MS Office and Outlook calendar programs
 - Excellent oral and written communication skills
 - Excellent bookkeeping skills
 - Ability to work within deadlines, multi-task and convey information
 - Remarkable ability to maintain confidentiality and use good judgment
 - Uncommon ability to adapt to change and demonstrate flexibility
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Education:

Bachelor's Degree in Commerce, Luther College, Iowa, IA

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