
Front Office Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill a Front Office Administrator position with right organization.

Highlights of Qualifications:

- Highly experienced as receptionist
 - Huge knowledge of customer care
 - Thorough knowledge of MS Office
 - Amazing ability to manage and enforce policies
 - Outstanding ability to maintain flexible work hours
 - Superior communication skills
 - Excellent telephone and interpersonal skills
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Professional Experience:

Front Office Administrator
Concentra Operating Corp, Appleton, WI
November 2007 – Present

- Imparted broad administrative support.
- Extended clerical support and managed purchasing and shipping.
- Administered schedules of key personnel.
- Aided as travel coordinator and handled the main phone system.
- Managed incoming and outgoing mail and handled hospitality activities.
- Supervised manufacturing inventory control.

Front Office Administrator
TruGreen, Appleton, WI
December 2003 – October 2007

- Managed answering incoming call and oversaw phone system.
 - Aided important application paperwork processing.
 - Maintained databases and managed photocopying and scanning.
 - Handled greeting visitors and their queries.
 - Imparted administrative support and managed receptionist duties.
 - Acted as general resource for employees and handled special departmental projects.
 - Coordinated with Office Services Manager.
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Education:

Bachelor's Degree in Public Relations
Mills College, Oakland, CA

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