

---

## 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
- 

### 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.
- 

### Education:

---

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

[Build your Resume Now](#)