
HR Receptionist Resume

Job Objective

To form a lasting relationship with reputable firm in which my past experience as a HR Receptionist can be used to enhance the growth of the company and where I can continue to develop my career.

Summary of Qualifications:

- Hands on experience in working as a receptionist for a HR firm
 - Sound knowledge of the reception and switchboard
 - In-depth knowledge of administrative and clerical procedures
 - Familiarity with HR employment related laws and practices
 - Proficient with Microsoft Office Suite
 - Ability to process applications, incoming and outgoing calls
 - Ability to work independently and without any supervision
 - Ability to provide customer service and resolve all problems
 - Ability to assist with event planning and coordinating large group meetings for the HR department
 - Exceptional communication and organizational skills
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Work Experience:

HR Receptionist, August 2005 – Present
Virginia Commerce Bancorp, Inc., Everett, WA

- Maintained optimal level of customer service skills, answered calls and directed them to the required department.
- Supported the HR department in various functions such as filing, scheduling meetings and booking the conference room.
- Assisted the other department in completing the projects on time.
- Monitored all the deliveries from the company vendors and signed the receivables.
- Greeted all job applicants, visitors and external vendors politely.
- Administered the calls and provided the caller information on the company's procedures and policies.

HR Receptionist, May 2000 – July 2005
Results Technologies, Inc, Everett, WA

- Greeted all visitors on phone and in person with courtesy and exhibited a thorough knowledge of the company's policies and procedures.
 - Maintained efficiency when responding to the queries from the staff and callers.
 - Assisted various department such as financial and administration in maintaining the efficiency of the organization.
 - Prepared a record of all the memos issued applicant files and sorted the mails to be given to the various departments.
 - Processed all temporary time sheets by maintaining a log.
 - Administered the visitors and guests by ensuring that there name and address is maintained in the visitor's book and issued them badges.
 - Ensured that the lobby and the reception area are always clean.
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Education:

High School Diploma, Council Junior-Senior High School, Council, ID

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