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## Nursing Home Receptionist Resume

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### Job Objective

Professional Nursing Home Receptionist seeking the opportunity to secure a position with growing company in which my skills can be used to their fullest potential.

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### Summary of Qualifications:

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- Remarkable receptionist experience for a health care environment
  - Sound knowledge of all office equipments
  - Operational knowledge of Microsoft Office application
  - Ability to maintain working relationships with employees, physician and the public
  - Ability to work with patient according to the prescribed standards
  - Ability to follow all verbal and written instructions
  - Proficiency in managing switchboard equipment
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### Work Experience:

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Nursing Home Receptionist, August 2005 – Present  
Heavensent Home Healthcare, Brownsville, TX

- Assisted the visitors, family members, sales representatives and residents regarding all queries.
- Administered all the phone calls and directed them to the appropriate personnel.
- Managed all the incoming and outgoing mails and processed them accordingly.
- Monitored all the business office machines such as the telephone systems.
- Maintained records of all the cash payments made to the facility.
- Prepared administrative records such as filing systems.

Nursing Home Receptionist, May 2000 – July 2005  
Heartland Health Care Center, Brownsville, TX

- Scheduled appointments for the patients.
  - Ensured that the confidential information of the residents and the patients is always maintained.
  - Maintained the account payables of the facility.
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### Education:

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High School Diploma, Mayer Junior/senior High School, Mayer, AZ

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