
Student Receptionist Resume

Job Objective

Career minded Student Receptionist seeking a full-time position with company in need of hard-working, dedicated employees.

Work Experience:

Student Receptionist, August 2005 – Present
Keiser Career College, Stockton, CA

- Administered all correspondence such as preparing reports, sending and receiving faxes.
- Managed the paperwork such as photocopying reports and shredding the reports that are not required.
- Monitored the phone calls by answering them, assisted the callers in all inquiries.
- Scheduled, rescheduled and canceled appointments for the staff members.
- Performed various administrative duties on the campus such as picking and dropping the mail across the campus to the appropriate personnel.
- Assisted the students in arranging off campus housing facilities.
- Coordinated with the staff and students in working at the First Year Advising center.

Student Receptionist, May 2000 – July 2005
Education Corporation of America, Stockton, CA

- Greeted all visitors and callers with courtesy.
 - Provided information on the campus and its various departments.
 - Monitored the building to ensure that the security is in accordance to the required standard.
 - Performed various administrative functions such as distributing parking passes and sign in sheets.
 - Prepared the conference room for the meetings and arranged all requirements.
 - Managed the multiline phone system, sorted all incoming mails and packages and distributed it accordingly.
 - Maintained the records of the student attendance.
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Summary of Qualifications:

- Exceptional knowledge of all departments in the campus
 - Operational knowledge of Windows and other software applications
 - Remarkable ability to manage a multiline phone system
 - Ability to work independently
 - Ability to provide administrative assistance to supervisors as needed
 - Ability to assist students, tutors, and faculty in person, via emails, and by telephone
 - Ability to schedule and cancel appointments for tutoring and test administering
 - Outstanding communication and interpersonal skills
 - Proficiency in using various office equipment
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Education:

High School Diploma, Nogales High School, Nogales, AZ

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