
Telephone Receptionist Resume

Job Objective

To secure a position as a Telephone Receptionist in order to exercise my abilities and special training in this field for the good of company.

Work Experience:

Telephone Receptionist, August 2005 – Present
Absolut Care, San Diego, CA

- Maintained the incoming multiple line telephone and answered all calls.
- Greeted all clients and guests politely.
- Scheduled the appointments and updated the data entry information system.
- Administered all the queries generated for the Planned Parenthood Services.
- Prepared a record of the client's financial, medical and social history.
- Ensured that the customer service standards are maintained.

Telephone Receptionist, May 2000 – July 2005
New Milford Hospital, San Diego, CA

- Scheduled the appointments and confirmed them with the client.
 - Prepared a record of all the patients contact details and updated it regularly.
 - Monitored all the clinic calls and screened them before transferring it to the appropriate departments.
 - Assisted in filling all the medical triage forms.
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Summary of Qualifications:

- Remarkable telephone receptionist experience with skills in operating multi-line phones
 - Proficient with Microsoft office software (MS Word, Excel, Outlook)
 - Ability to provide information to callers and visitors; record and transmit messages
 - Ability to multi-task and maintain confidentiality
 - Ability to operate telephone switchboard and (PBX) system
 - Ability to maintain professionalism and courtesy in answering telephone inquiries from customers
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Education:

High School Diploma, St. Maries High School, St Maries, ID

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