

RECEPTIONIST CV

EXAMPLE BY CV GENIUS

PERSONAL STATEMENT

Customer-focused Receptionist with 5+ years of experience working in the public and private sectors. Adept at efficiently handling challenging clients, demonstrating excellent telephone and customer service skills, as well as presenting quality work. Skilled communicator with the ability to develop strong relationships with clients and set them at ease. Instrumental in maintaining records, handling multi-line phone systems, and database management with 100% accuracy.



07123 456 789



your.name@gmail.com



47 Kings Road, Basildon, SS99 922



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WORK EXPERIENCE

Receptionist

December 20XX – Present | Salient Accounting & Finance, Basildon

- Handle multi-line phone system, operate telephone switchboard, and manage and update client database with the required information
- Greet 17+ guests per day at the check-in desk with a friendly smile, provide necessary paperwork, and update system records
- Organise appointments using a telephone and email appointment scheduling system for a team of 6+ managers
- Maintain executive managers' calendars by planning and scheduling conferences and making travel arrangements
- Implemented a new CRM and reporting system, reducing costs by 30% whilst improving productivity by 25%
- Manage 120+ phone calls daily with 0 complaints in the last 3 years

Receptionist

May 20XX – November 20XX | HM Revenue & Customs, Oxford

- Warmly greeted people entering the facility by determining their purpose of visit and escorting them to appropriate staff
- Maintained logbooks, including sign-in logs, front desk expenditures, and received calls
- Restructured office scheduling and record management system, improving accuracy by 27%
- Ensured maximum client satisfaction, achieving a 90% customer satisfaction score

Personal Statement For Receptionist Job Sample

Sidney D. Borchert, John W. Joyner



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Church Administration and Finance Manual Otto F. Crumroy Jr., Stan Kukawka, Frank M. Witman, 1998-09-01 A field tested pragmatic and resourceful guide to the daunting and logistically complex management of local church Pastors generally feel equipped to deal with biblical studies theological questions preaching responsibilities and pastoral care But when it comes to budgets insurance fire safety and church management many find themselves at a loss Often lay leaders within the congregation flounder with these tasks as well Here finally is the ultimate reference guide for the practical management of the parish Originally created as a sourcebook for the authors week long course on church management and administration at the Claremont School of Theology the manual in draft version has been field tested by hundreds of pastors and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions various financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more Whether pastors are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish *ICESC 2019* Julius Tanesab ,Adrianus Amheka,Butje Fanggi,2019-10-18 We are delighted to introduce the proceedings of the 1st International Conference on Engineering Science and Commerce ICESC 2019 Tourism is one of the fastest growing industries and contributes a great deal to economies around the world However it is inevitable that activities in the development of the tourism industry have caused many problems both in local culture and the environment What is the role of Engineering Science and Commerce to support Sustainable Tourism This conference has brought researchers academicians and practitioners to contribute to the body of knowledge and practical problem solving from the field of engineering science and technology that are relevant to support sustainable tourism Engineering papers focused on the role of renewable energy information technology civil and mechanical engineering researches that support sustainable tourism In the field of science the papers discussed achievements of the latest technology in finding environmentally friendly products The role of business and accounting systems to support the sustainable tourism was indicated by more than 20 papers We hope that the proceedings will be an exceptional source for readers who concern to the impacts of the development of tourism on natural resources consumption patterns pollution and social systems **Resources in Education** ,1990-04 *English Elements* Ann Schmid,Sue Morris,2002 **Commerce Business Daily** ,2000-06 **Human Behavior** ,1984 *Module 1 (human Behavior; Guidelines to Leadership and Management in the Navy) of Navy Leadership and Management Training Courses* ,1980 *Civil Rights Division of the U.S. Department of Justice* United States. Congress. House. Committee on the Judiciary. Subcommittee on the Constitution,2000 *RSA Research Information System* United States. Rehabilitation Services Administration,1975 Information Communication Occupations; a Suggested Curriculum Guide United States. Office of Education,1970 RSA Research Information System Abstracts United States. Rehabilitation

Services Administration,1975 **Design Portfolios** Diane Bender,2017-02-09 Today s students of architecture interior design and landscape design need to master the art of marketing themselves via multiple print and digital formats This third edition of Design Portfolios reflects contemporary portfolio practices and enables students to create portfolios that serve as both evolving collections of creative solutions to design problems and evidence of their abilities to visually relay messages Readers will learn how to create not just a collection of design work but a unique marketing tool for a successful design career **Handbook of Psychological Assessment** Gerald Goldstein,Michel Hersen,2000-02-16 The field of psychological assessment has been undergoing rapid change The second edition of this Handbook published in 1990 appeared at the beginning of a decade marked by extensive advances in assessment in essentially all of its specialized areas There are many new tests new applications of established tests and new test systems Major revisions have appeared of established tests notably the Wechsler intelligence scales The time seemed right for a third edition since even over the relatively brief period of ten years many tests described in the second edition have been replaced and are no longer commonly used Furthermore much new research in such areas as neuropsychology cognitive science and psychopathology have made major impacts on how many tests and other assessment procedures are used and interpreted This third edition represents an effort to give the reader an overview of the many new developments in assessment while still maintaining material on basic psychometric concepts in order for it to continue to serve as a comprehensive handbook for the student and professional **Secretarial Science Occupational Performance Survey** Sidney D. Borchert,John W. Joyner,1973 The Center for Vocational and Technical Education is developing a system for acquiring and using occupational information effectively in designing and revising curricula This interim report is offered before completion of the major project so that the occupational information collected during the development of the system may be available for use by curriculum developers instructors and others involved in planning and conducting vocational and technical programs Numerous two year associate degree secretarial science programs exist for training students It is the purpose of this report to present the results of the task inventory analysis survey conducted by the project staff in the secretarial science occupational area *Designing an Anthropology Career* Sherylyn H. Briller,Amy Goldmacher,2020-11-19 Sherylyn Briller and Amy Goldmacher s *Designing an Anthropology Career Professional Development Exercises* Second Edition provides undergraduates graduate students and career changers with the tools they need to identify their professional goals and follow through on them Part I establishes a framework for how to design or update a career in anthropology or related fields The authors discuss how social science is needed now more than ever and offer ideas for how to find employment in many different realms Part II contains a series of professional development exercises to help workbook users articulate their personal and professional histories special abilities and career goals Each exercise includes an example from an anthropology student or professional anthropologist as a model for completion Doing these customizable exercises will help people turn their love of anthropology and existing knowledge and

skills into meaningful and lasting careers **Information Communication Occupations (U.S.O.E. Classification Code 14.0400)** C.E. Leslie and Associates,1970 Better Writing for Better Jobs Diane Smith Helder,1999 *The Resume and Cover Letter Phrase Book* Nancy Schuman,Burton Jay Nadler,2010-10-18 Face it words matter when it comes to getting noticed getting the interview and getting the job In this invaluable guide to crafting the pitch that opens doors staffing experts Schuman and Nadler give you hundreds of tools to make that happen You will no longer struggle to find the phrases that best highlight your achievements instead you ll garner attention with such smart options as I created a program that accomplished the following My work generated 5 million in revenue I built a team of employees who created The work I did saved my company 3 million I solved the following problems for my employer The market s tight but the jobs are out there With these essential words and phrases you can move your application to the top of the pile Consumer Finance Edward T. Burda,1975 *The Architect's Handbook of Professional Practice* Joseph A. Demkin,The American Institute of Architects,2001 CD ROM contains Samples of all AIA contract documents

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