



Jamie Chastain

Receptionist

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123 Anywhere Street., Any City

Profile

My name is Jamie Chastain, a professional receptionist with 8 years experience.

Receptionists are responsible for greeting visitors and delivering exceptional customer service assistance.

Experiences

(2014 - 2017)

Receptionist

KEITHSTON AND PARTNERS

- Manage diaries, meeting rooms and visits.
- Greet all visitors.
- Handle queries via phone, email, general correspondence and transfer calls as necessary
- Coordinate event.
- Manage office supplies such as stationery, equipment and furniture.

(2017 - Now)

Receptionist

GINYARD INTERNATIONAL CO.

- Keep detailed and accurate records of visitor requests and of calls received
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Maintain the general office filing system
- Perform ad-hoc administration duties; presentations and support the team when required

Education

(2009 - 2013)

Bachelor of Hotel Management

INGOUDE UNIVERSITY

GPA : 3.50

Skills

- Experience in a high paced environment
- Excellent presentation
- Fluent in English
- Multi-tasking and prioritizing tasks
- Excellent verbal and written communication skills