

# Jamie Smith

jamie.smith@email.com | (555) 123-4567 | 123 Main St, City, State

## PROFESSIONAL SUMMARY

Highly organized and personable receptionist with over 3 years of experience in fast-paced office environments. Adept at managing front-desk operations, handling inquiries, and maintaining a welcoming office atmosphere.

## EXPERIENCE

### Receptionist

ABC Corporation, City, State | Jun 2021 – Present

- Greet and assist visitors, clients, and vendors.
- Direct phone calls, emails, and mail to appropriate departments.
- Manage appointment scheduling and conference room bookings.

### Front Desk Assistant

Sunrise Dental, City, State | Jan 2019 – May 2021

- Handled front-desk operations, appointment reminders, and patient check-ins.
- Assisted with office supply ordering and overall administrative support.

## EDUCATION

### Associate Degree in Business Administration

Community College, City, State | 2018

## SKILLS

Office Administration  
Customer Service  
Multi-line Phone Systems  
Appointment Scheduling  
Record Keeping  
Microsoft Office Suite  
Data Entry  
Time Management