

# Marie Hall

415-371-4044

San Francisco, CA

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## FRONT DESK RECEPTIONIST

### Skills

- **Verbal Communication**  
Expert
- **Customer Service**  
Expert
- **Problem Solving**  
Expert
- **Computer Literacy**  
Expert
- **Multi-tasking**  
Expert
- **Data Entry**  
Expert
- **Filing & Record Keeping**  
Expert
- **Conflict Resolution**  
Expert
- **Interpersonal Skills**  
Expert
- **Time Management**  
Expert
- **Professionalism**  
Expert
- **Organizational Skills**  
Expert
- **Telephone Etiquette**  
Expert
- **Scheduling Appointments**  
Expert
- **Cash Handling**  
Expert

### Professional summary

Experienced Front Desk Receptionist adept at providing exceptional customer service, managing front desk operations, and organizing appointments efficiently. Skilled in maintaining a professional reception area while assisting with various administrative tasks.

### Experience

May 2021 - Now

#### Front Desk Receptionist

Sunset Bay Resort & Spa

- Greet and welcome visitors, directing them to appropriate personnel or departments.
- Answer and route incoming calls, take messages, and provide information to callers as needed.
- Manage the scheduling of appointments, meetings, and conference rooms using Microsoft Outlook.
- Handle administrative tasks including sorting and distributing mail.
- Assist with special projects and tasks as assigned by management.

### Education

2017 - 2021

Imperial High School

Los Angeles, CA

