

# Hilary Brown

## Receptionist Resume

### AREAS OF EXPERTISE

*Customer service*

*Stationary ordering*

*Strong face to face skills*

*Health & Safety issues*

*Minute writing*

*Administrative tasks*

*Computer literacy*

*Typing speed*

### PROFESSIONAL

*Advanced First Aider*

*German Speaker*

*French speaker*

### PERSONAL SKILLS

*Quick learner*

*Proactive*

*Articulate*

*Friendly outlook*

*Influencing skills*

### PERSONAL DETAILS

*Hilary Brown*

*Dayjob Ltd*

*The Big Peg*

*Birmingham*

*B18 6NF*

*T: 0044 121 638 0026*

*M: 0870 061 0121*

*E: info@dayjob.com*

*Driving license: Yes*

### PERSONAL SUMMARY

An articulate, confident and individual of smart appearance who has excellent interpersonal and communication skills both on the telephone and in person.

Hilary is able to present a professional image, in line with any employer's core values to all people contacting or visiting her office. She is approachable with a professional manner and is able to create an immediate first good impression with anyone she meets. One of her strongest points is the ability to deal calmly with visitors under challenging conditions. Right now she is looking for a suitable position with an ambitious company where she will have the opportunity to work within a varied and busy work environment where no two days are the same.

### WORK EXPERIENCE

#### **Local Council Authority - Coventry**

RECEPTIONIST June 2010 – Present

Responsible for meeting and greeting visitors and providing them with a first class customer service. Also in charge of maintaining a pleasant and welcoming, but efficient and professional reception area.

#### **Duties:**

- Effectively & professionally answering the telephone and dealing with enquiries.
- Receiving deliveries, couriers, incoming faxes & arranging distribution to recipients.
- Logging information on calls received and maintaining detailed records.
- Organising the meeting rooms and overseeing visitor car parking.
- Typing letters, reports and other documents often of a sensitive and confidential nature in corporate house style.
- Ensuring that the reception & meeting room areas are clean & welcoming.
- Scanning documents and updating internal systems.
- Archiving paper files (and co-ordinating off site filing resources).
- Booking meeting rooms and making suitable catering arrangements as requested.
- Processing and coordinating outgoing post.

#### **Office Rental Company - Walsall**

RECEPTIONIST April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Flexible and able to adapt easily to new situations and developing workloads.
- Ability to evaluate tasks and suggest improvements.
- Professional & approachable telephone manner, can deal with customers at all levels.
- Creating formats for documents.
- Excellent attention to detail and high accuracy levels both numerical and literate.
- Good IT skills including knowledge of Excel, Word and Outlook.
- Logical and methodical approach to working.
- Ability to work on own and as part of a team.
- Clear understanding of all relevant legal obligations and data protection rules.

### ACADEMIC QUALIFICATIONS

#### **Sparkbrook University 2008 - 2010**

BA (Hons) Business Administration

#### **Coventry Central College 2005 - 2008**

A levels: Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

---

**Copyright information - Please read**

© This Receptionist [resume template](#) is the copyright of Dayjob Ltd 2012. Jobseekers may download and use this example for their own personal use to help them create their own unique receptionist resume. You are most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this sample must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this resume template please email: [info@dayjob.com](mailto:info@dayjob.com).