# 2024前台接待英文个人简历范文

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前台接待ReceptionistSandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.

QUALIFICATIONS:

Over 25 years secretarial/administrative experience.

Skills:Typing (65 wpm),Dictaphone.Multi-line Phones/Switchboard,Ten key (110 kspm) Digital DECmate computer,bookkeeping,credit checks,statistical typing.

Extensive business experience including accounting firms,legal firms,financial firms,insurance companies,transportation companies,medical environments,government agencies and non-profit groups.

Offer common sense,ability to take initiative,quality orientation and the ability to see a job thorough.

Outstanding communications skills...Extremely hardworking and dedicated.

EMPLOYMENT:

MARSTON CONVENT,Laramie,WY,1988-Present

Receptionist

Answer phone,greet visitors and provide information,tours,and literature.Record and monitor thank-you notes for all received donations.Perform light typing,filling,and word processing.

WYOMING PUBLIC TELEVISION,Laramie,WY,1987-88

Telemarketer

Solicit donations.Monitored the ordering of informative pamphlets,placards,buttons,tee-shirts,etc.

RINALDO RANCH,Laramie,WY,1983-88

Secretary

Provided word processing,customer relations,some accounts payable processing.Implemented new system for check processing,increased prompt payment of client bills.

WOMANPOWER INC.,Laramie,WY,1975-83

Secretary

Acted as liaison between public and CEO.

STATE HEALTH COALITION,Laramie,WY,1965-75

Statistical Typist

Prepared health record documentation of infectious disease patients at State hospital.Managed training of new hires.

EDUCATION:

TRAINING,INC.,Boston,MA,1965

An office careers training program in bookkeeping,typing,reception,

word processing,and office procedures.

ST.JOSEPH\'S ACADEMY,Portland,Maine

High School Diploma

Objective is unnecessary because resume illustrates a clear career path.

Work history is stated in reverse chronological order,with most recent employment listed first.

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