# Joan Smith

Receptionist

---------------------------------------------------

## Work history

### Receptionist

SCHRODER FINANCE | Derby

MARCH 2017 - date

My responsibilities include:

* Answering and transferring incoming calls or taking messages
* Supervising the door entry system and greeting visitors
* Arranging refreshments and managing the meeting rooms
* Opening / distributing incoming post, preparing outgoing post
* Handling deliveries and checking invoices
* Coordinating the support team (office juniors/archiving clerks)
* Checking and ordering supplies
* Preparing and distributing internal memos
* Entering data daily/weekly/monthly onto spreadsheets
* Booking travel and accommodation for executive team

I am seeking a new full-time role due to relocation to the Nottingham area.

### Office Junior

LEMMINGTON CAR INSURANCE LTD

MAY 2015 – FEBRUARY 2017

My responsibilities included:

* Answering the phone and transferring the calls
* Helping to organise exhibitions and networking events
* Using Buffer to schedule social media posts
* Responding to messages and comments on social media
* Assisting the logistics team from time to time

## Education

### Receptionist Diploma

PITMAN TRAINING

MARCH 2019

This covered effective business communication, typing, Word, Outlook, Excel, Twitter for business, professional receptionist essentials,

speedwriting, audio transcription and telephone techniques.

### GCSES

DERBY COMPREHENSIVE, JUNE 2014

9 GCCEs grade C and above including Maths and English.

## Contact details

25 The Grange

Arnold

Nottingham NG3 2DY

0115 9123456

joansmith@aol.com

## Personal Profile

I am a well-presented confident individual with 3+ years of experience looking after a busy reception area.

I have excellent organisational skills, having managed a wide variety of tasks, from greeting visitors and answering phones to booking travel arrangements for 23 executives and handling a range of administration.

## Skills

Working alongside three support staff and coordinating with departments across the company, I have the proven ability to work well in a team.

I complete a range of daily, weekly and monthly inputting tasks that demonstrate my ability to be thorough and pay careful attention to detail.

Handling a busy reception requires me to use patience and remain calm in sometimes stressful situations.

Dealing with a varied and sometimes heavy workload during busy times, I have shown my ability to work well under pressure.

I can type accurately at 40wpm.

 © [CVTemplateMaster.com](https://www.cvtemplatemaster.com/)

This CV template may be used for **personal use ONLY**. Please see our [terms of use](https://www.cvtemplatemaster.com/terms/). For questions, contact us: contact@cvtemplatemaster.com

The images and fonts used in this file are used under licence and must not be reproduced, except in connection with the use of this CV template for your own personal use.

**Fonts required:**

Times New Roman, Calibri

**Download page:**

<https://www.cvtemplatemaster.com/cv-template/receptionist-cv-example/>