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| Emily Johnson |
| SummaryEnthusiastic and detail-oriented recent graduate seeking an entry-level receptionist position. Proven ability to manage multiple tasks in a fast-paced environment and deliver exceptional customer service.Work Experience**Receptionist Intern Jan 2023 – May 2023**ABC Corporation Anytown, CA* Assisted in managing front desk operations, greeting visitors, and answering phone calls.
* Coordinated scheduling for appointments, improving office efficiency by 15%.

**Customer Service Representative Jun 2021 – Dec 2022**XYZ Retail Anytown, CA* Provided exceptional service to customers, achieving a 95% satisfaction rate.
* Handled cash and processed transactions efficiently, maintaining accuracy in financial reporting.

EducationBachelor of Arts: Communications May 2023*University of Anytown**Anytown, CA* | Contact(555) 123-4567emily.johnson@example.comAnytown, CA 90210SkillsCustomer ServiceCommunicationTime ManagementData EntryMulti-Line Phone SystemsMicrosoft Office SuiteOrganizationTeam Collaboration |