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| Emily Johnson | | |
| Summary  Enthusiastic 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.   Education Bachelor of Arts: Communications May 2023 *University of Anytown**Anytown, CA* | Contact  (555) 123-4567  emily.johnson@example.com  Anytown, CA 90210  Skills  Customer Service  Communication  Time Management  Data Entry  Multi-Line Phone Systems  Microsoft Office Suite  Organization  Team Collaboration |