



Suzette M. Parker

Flexible, customer-focused Front Desk Receptionist with 2 years of experience performing general clerical duties. Adept at collaborating with office staff and management to serve clientele. Highly familiar with operating standard office equipment, computers, and office software. Knowledgeable of current principles of office management and committed to fostering a welcoming, inclusive environment.

Professional Experience

Remote Work from Home Administrative

SoftGlow, Online July 2019 – Present

- Performing data entry tasks
- Generating reports as instructed
- Participating in online focus groups
- Providing feedback on various company services
- Mentoring newly hired administrative workers

Student Worker

University of Pittsburgh Medical Center, Pittsburgh, PA February 2021 – May 2021

- Greeted and directed visitors and answered phone calls and emails
- Prepared and updated reports and correspondence
- Processed requests for data and information
- Maintained electronic and hard copy filing system
- Maintained office supply inventory

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Education

High School Diploma

Taylor Allderdice High School,
Pittsburgh, PA, 2019

Administrative Professional Certificate

University Of Pittsburgh, Pittsburgh, Pa,
September 2019 – May 2021

Courses completed:

- Effective Interpersonal Communication
- Problem Solving Skills for the Workplace
- Microsoft Word 2019 Fundamentals
- Fostering Inclusive Environments

Key Skills

- Solid written and verbal communications skills
- Attention to accuracy and detail
- Planning and organizational skills
- Teamwork
- MS Office Suite