

Professional Experience

Receptionist

Gary's Tire Service, Oakland, CA | January 2020 - June 2021

- Greeted all customers who called or entered the building in a medium-traffic business
- Attentively addressed all customer questions and concerns with a 95% satisfaction rating
- Maintained all the necessary bookwork for scheduling appointments
- Deescalated distraught customers to heighten return customer rate

Assistant Coach

San Francisco Youth Sports, San Francisco, CA | April 2019 - December 2020

- Helped run a youth baseball team
- Taught children the basics of baseball
- Managed funding for the organization
- Acted as a role model and guide
- Assisted children by answering questions and working with them
- Responded to parent questions and concerns professionally

Education

Associate's of Arts in Business

Liberty University, Lynchburg, VA | September 2020 - Current

Completed group projects and independent study related to the following:

- Finances
- Business analysis
- Human resource management
- Professional Experience

Arianna Davis

111 First St.,
San Francisco, CA 94061
ariannadavis1@youremail.com
(111) 111-1111

Energetic, friendly, hard-working receptionist with 1.5 years of experience ready to help you manage your office duties. Strong communication skills, a typing speed of 80 WPM, and excellent attention to detail drive my ability to take care of your front desk adequately and efficiently.

Incomparable interpersonal skills allow me to welcome clients and have them instantly feel comfortable at the establishment. My success as a reception also comes from my power to work with a team to ensure we address all front-end responsibilities promptly and correctly.

Key Skills

- Organizational skills
- Knowledge of scheduling
- Understanding of office management
- Information management
- Microsoft Word
- Microsoft Excel
- Calendly