



# NINA BROWN

## RECEPTIONIST

### SUMMARY

---

Self-motivated and enthusiastic Receptionist with over 4 years of experience in answering phone calls, documenting facility activities in log book, monitoring visitors and clients

### GET IN TOUCH

---

Address: 123 Anywhere St., Any City,  
State, Country 12345  
Phone: (123) 456-7890  
Email: [hello@resumesbot.com](mailto:hello@resumesbot.com)  
Website: [www.resumesbot.com](http://www.resumesbot.com)

## EXPERIENCE

---

### RECEPTIONIST

**Midmoor Barriers | April 2019 - April 2020**

- Assisted in managing the printing, compilation and mailing of materials
- Performed data entry and ordered office supplies
- Welcomed and assisted job applicants, visitors, vendors, employees and customers both in person and on the phone

### RECEPTIONIST

**Fabuilder Gym | March 2018 - March 2019**

- Collected, sorted and distributed incoming mail
- Operated a multiple line switchboard for incoming calls, minimized hold time for callers
- Assisted with other administrative duties

## SKILLS

---

- Multitasking
- Microsoft Office
- Scheduling Appointments
- Dependability
- Interpersonal skills
- Conflict resolution
- Multiline phones
- Customer service
- Leadership
- Time management

## EDUCATION

---

**NEW YORK UNIVERSITY**

**BA in Communications, 2012-2016**