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| Jessica Smith |
| SummaryEnthusiastic and detail-oriented recent graduate seeking an entry-level receptionist position. Eager to utilize strong communication and organizational skills to support office operations and enhance customer service.Work Experience**Front Desk Assistant Jun 2022 – Present**ABC Hotel Springfield, IL* Greeted and assisted an average of 50 guests daily, providing exceptional customer service.
* Managed booking and reservation system, improving check-in efficiency by 15%.

**Administrative Intern Jan 2022 – May 2022**XYZ Corporation Springfield, IL* Supported office staff with data entry and filing, maintaining organized records.
* Assisted in answering phone calls and directing inquiries to appropriate departments.

EducationBachelor of Arts: Communication Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890jessica.smith@email.comSpringfield, IL 62701SkillsCustomer ServiceCommunicationMulti-taskingTime ManagementData EntryMicrosoft Office SuiteProblem SolvingTeam Collaboration |