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| Jessica Smith | | |
| Summary  Enthusiastic 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.   Education Bachelor of Arts: Communication Jan 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (123) 456-7890  jessica.smith@email.com  Springfield, IL 62701  Skills  Customer Service  Communication  Multi-tasking  Time Management  Data Entry  Microsoft Office Suite  Problem Solving  Team Collaboration |