Fresher Resume For Receptionist

**Jane Doe**123 Maple Avenue  
Hometown, CA 90210  
(555) 123-4567  
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**Objective**Recent high school graduate with strong interpersonal and organizational skills seeking a receptionist position at ABC Corporation. Eager to leverage communication abilities and a detail-oriented approach to contribute effectively to your team and enhance client experiences.

**Education  
Hometown High School**, Hometown, CA  
High School Diploma, June 2023  
GPA: 3.8

**Relevant Courses**

* Business Communications
* Introduction to Customer Service
* Basic Office Administration

**Internships  
Office of State Senator John A. Smith**, Hometown, CA  
Office Intern, January 2023 - June 2023

* Supported day-to-day administrative operations by managing incoming calls, scheduling appointments, and handling mail.
* Assisted in organizing community outreach events, improving engagement and logistics management.

**Skills**

* **Technical Skills**: Proficient in Microsoft Office Suite (Word, Excel, Outlook), basic knowledge of QuickBooks.
* **Soft Skills**: Excellent communication, strong organizational skills, adept in managing and prioritizing tasks, customer service oriented.

**Volunteer Experience  
Hometown Community Center**, Hometown, CA  
Volunteer Coordinator, September 2021 - Present

* Coordinate volunteers for local events, including scheduling and communications.
* Provide front desk support during high-traffic events, handling inquiries and providing information.

**Certifications**

* Certified in Customer Service Management, Online Marketing Institute, August 2023

**Extracurricular Activities**

* Member, Student Council, Hometown High School, September 2019 - June 2023
* Secretary, Debate Club, Hometown High School, September 2020 - June 2023

**Languages**

* English: Native
* Spanish: Basic

**References** Available upon request.