

Fresher Resume For Receptionist

Jane Doe

123 Maple Avenue

Hometown, CA 90210

(555) 123-4567

jane.doe@email.com

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.