Grace Holloway

Receptionist

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Summary

Receptionist with four years of experience supporting shared office buildings and professional services teams. Coordinates visitors, calls, meeting rooms and deliveries while keeping reception records accurate and escalating access questions to the right colleague.

Experience

Receptionist, Example Moorvale Business Centre May 2023 - Present

Manchester

- Welcome approximately 60 visitors on a typical weekday and contact hosts before issuing visitor passes.
- Coordinate bookings for eight meeting rooms, checking room setup and resolving overlapping requests with organisers.
- Introduced a shared delivery collection log that reduced unclaimed parcels remaining after five days from 14 to 5 in the first monthly review.
- Keep a daily handover covering expected visitors, facilities requests and unresolved calls.

Front Desk Assistant, Example Ashbrook Professional Services Jun 2022 - Apr 2023

Manchester

- Answered incoming calls, confirmed the reason for each enquiry and routed messages with contact details and agreed urgency.
- Prepared visitor packs and checked reception supplies before client meetings.
- Updated contact lists after staff changes and reported unclear building-access requests to the office manager.

Education

Level 3 Diploma in Business Administration 2020 - 2022

Example Moorvale Community College

Skills

Front desk: Visitor coordination, Call handling, Meeting room bookings

Administration: Outlook, Excel, Delivery logs, Shared calendars

Communication: Message accuracy, Access escalation, Shift handovers

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/receptionist-resume-sample