

Stacy Parker
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Objective: Interested in a position of a Dental Receptionist with a leading Dental Clinic/ Dentist office, where I can learn and enhance my knowledge.

Experience: Dr. Mike Sloane New York
Dental Receptionist 2009 to Present

- Received callers at establishment, determined nature of business and directed callers to destination.
- Obtained caller's name and arranged for appointment with person called upon.
- Directed callers to destinations.
- Recorded name, time of call, nature of business and person called upon.
- Trained and managed <how many> <what> and achieved significant improvements in their productivity.
- Operated telephone console to receive incoming messages.
- Typed memos, correspondence, reports and other documents.
- Issued visitor's passes when required.
- Made future appointments and answered inquiries.
- Answered inquiries from persons entering establishment.
- Provided information regarding activities and location of departments, offices and employees within organization.
- Received and answered requests for information from company officials and employees.
- Called employees and officials to information desk to answer inquiries.
- Kept records of questions asked.
- Performed variety of clerical duties and other duties pertinent to establishment.
- Collected and distributed mail and messages.

Education: Sunnysdale High School New York
High School Diploma 2005

State University of New York New York
Bachelor of Arts 2008

References: Available upon request