

Stacy Parker

123 Rosewood Drive

New York

999-999-9999

stacy.parker@xyz.com

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.
- 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

Sunnydale High School

New York

High School Diploma

2005

State University of New York

New York

Bachelor of Arts

2008

References: Available upon request