

**Stacy Parker**

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New York  
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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.
- 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