

<Your Profession>

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

Dental Receptionist

New York

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**
High School Diploma

New York

2005

State University of New York
Bachelor of Arts

New York

2008

REFERENCES:

Available upon request

Stacy Parker