

Stacy Parker

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999-999-9999

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