

Create a Resume in minutes with this template!

Build My Resume

# Christopher Hansen

1 Main Street, New Cityland, CA 91010  
Home: (555) 322-7337 | Cell: 000-000-0000  
example-email@example.com

## Summary

Dedicated and focused Spa Receptionist who excels at prioritizing; completes multiple tasks while maintaining a calm and welcoming spa atmosphere. Graceful and compassionate in greeting and booking clients; discreet and effective communicator. Focuses on driving productivity by leveraging strong front office management skills while maintaining strong working relationships with all team members and clients.

## Core Competencies

- Scheduling
- Phone etiquette
- Spa treatments knowledge
- Self-directed
- Mail management
- Mail management
- Meeting planning
- High-end clients
- Schedule management
- Customer Care

## Experience

### Spa Receptionist Paradise Wellness Center

10/1/2009 - Current  
New Cityland, CA

- Operate telephone switchboard to answer screen or forward calls providing information taking messages or scheduling appointments
- Greet persons entering establishment determine nature and purpose of visit and direct or escort them to specific destinations
- Maintain printers (and other office equipment); send faxes and retrieve and route incoming faxes
- Handle input of guests into the building security system
- Manage group bookings internally creating pricing plans according to client needs
- Assist Executive Assistant with additional office duties as directed

### Spa Receptionist Bella-U Spa

3/1/2005 - 9/1/2009  
New Cityland, CA

- Kept current record of spa staff whereabouts and availability
- Transmitted information or documents to customers using computer mail or facsimile machine
- Scheduled appointments and maintain and update appointment calendars
- Contributed to administrative support tasks such as proofreading transcribing handwritten information or operating calculators or computers to work with pay records invoices balance sheets or other documents
- Greeted guests offering beverage and snack upon arrival attending to pets and any other special requests

### Spa Receptionist Aurora Spa and Salon

6/1/2002 - 3/1/2005  
New Cityland, CA

- Filed and maintained records
- Collected sorted distributed or prepared mail messages or courier deliveries
- Welcomed clients guests and employees and made sure they are comfortable

## Education

**Bachelor of Science - Information Technology (In progress)**  
Shoreheights Collegiate Institute of Technology and Computer Sciences

XXXX - XXXX  
New Cityland, CA

**Associate of Applied Science - Organizational Management**  
Queenscrest University

XXXX - XXXX  
New Cityland, CA

## Affiliations

Member International Association of Administrative Professionals (IAAP)

---

Want more? Check out our other examples.

[See More Examples](#)