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ANN ADAMS

CAREER OBJECTIVE

I am a highly organised receptionist with a proven ability to manage busy organisations and multiple requests simultaneously. With experience in local and international finance and accounting organisations, I am ideally positioned to become your next receptionist.

KEY SKILLS

- Certificate IV in Bookkeeping 2014
- Excel Dynamic Web Training for Excel 2012
- Proficient with all MS Office and Google document programs
- Typing capacity of 70 words per minute
- Receptionist Collective Member

WORK EXPERIENCE

Senior Receptionist

Always Accounting

2014 – current | Sydney, Australia

At Always Accounting I work as the only senior receptionist and manage all administration-related requirements of this Top 50 ASX company.

- Responsible for managing three junior receptionists
- Manage the administration of Always Accounting's internship program
- Responsible for booking all external events
- Managed the first aid training and emergency evacuation program with record participation
- Successful in transitioning all booking and administrative processes to digital systems, eliminating paper costs and wastage

Receptionist

Financiers Group International

2013 – 2014 | Kowloon City, Hong Kong

In 2013 I secured a year-long work placement as a receptionist in high-profile finance firm, Financiers International.

- Responsible for opening, closing building each day with senior receptionist

- Managed all external meeting, flight, accommodation, and services bookings for over 100 staff
- Responsible for typing, transferring and sending confidential business documents
- Introduced new online scheduling system that reduced booking duplication and error by 60% and increased efficiency

Administrative Assistant

Stanton Enterprises

2011 – 2013 | Sydney, Australia

While completing my Bachelor of Commerce I commenced part-time work with Stanton Enterprises. When I completed my degree I was offered a full-time position.

- Charged with liaising with all external visitors and employing security processes and issuing temporary building passes
- Collected, sorted and distributed incoming mail to all relevant personnel
- Managed, directed or took messages from all incoming calls
- Ensured all company documentation was correctly copied, given a digital tracking number and filed
- Awarded Most Efficient Employee award at end of financial year acknowledgments, 2013

EDUCATION

Bachelor of Commerce

University of Sydney

2008-2011

REFERENCES: Available upon request