



Natalie Brown

Dedicated Front Office Administrator with 4 years of experience providing exceptional administrative support in fast-paced office environments. Skilled in managing office operations, interacting with clients, and ensuring seamless day-to-day functioning of office departments.

CONTACT



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LinkedIn | Portfolio



New York, NY 10001

EDUCATION

Bachelor of Arts in Business
Administration
New York University, New York, NY
May 2018

KEY SKILLS

- Client Relations
- Office Administration
- Document Preparation
- Multi-tasking
- Time Management

PROFESSIONAL EXPERIENCE

Front Office Administrator | Prestige Realty Group, New York, NY
January 2020 - Present

- Serve as the primary point of contact for clients and vendors, handling inquiries and directing them to appropriate departments.
- Coordinate and schedule meetings, appointments, and conference calls for executives.
- Assist with the preparation of office reports, invoices, and other administrative documentation.

Receptionist | Prime Consulting Services, New York, NY
May 2018 - December 2019

- Greeted clients, answered phone calls, and ensured the office environment was welcoming.
- Supported office functions by managing correspondence, filing documents, and scheduling meetings.
- Assisted the HR department with employee onboarding and recordkeeping.