

KW

Karen Wilson

ABOUT ME

I am a receptionist and office coordinator with over 10 years of experience in managing front-desk operations and streamlining administrative tasks. I excel at coordinating schedules, organizing meetings, and supporting executive teams.

PROFESSIONAL EXPERIENCE

Receptionist & Office Coordinator | Elite Business Center, Los Angeles, CA

March 2018 – Present

- Coordinated office schedules and managed communication, increasing operational efficiency by 25%.
- Organized internal events and maintained vendor contracts to support smooth office operations.

Lead Receptionist | Corporate Headquarters, Los Angeles, CA

May 2012 – February 2018

- Supervised a team of reception staff and enhanced customer service delivery.

CONTACT

 (555) 222-4444

 karen.wilson@example.com

 Los Angeles, CA 90017

 LinkedIn

KEY SKILLS

- Office coordination
- Event planning
- Communication
- Administrative support

EDUCATION

- Bachelor of Arts in Communication
University of Southern California
Los Angeles, CA | May 2012