

IP

# Ian Parker

I am a front desk receptionist with over six years of experience in corporate and healthcare environments. I excel at greeting visitors, managing phone systems, and ensuring smooth communication between departments.

## CONTACT



(555) 999-0000



ian.parker@example.com



LinkedIn



Seattle, WA 98101

## KEY SKILLS

- Visitor greeting
- Phone system management
- Appointment scheduling
- Data entry

## PROFESSIONAL EXPERIENCE

RECEPTIONIST | MEDCARE ASSOCIATES, SEATTLE, WA  
OCTOBER 2021 – PRESENT

- Managed front-desk operations for a busy clinic, processing 50+ daily check-ins.
- Coordinated appointment scheduling and maintained digital records for improved efficiency.

ADMINISTRATIVE ASSISTANT | CORPORATE OFFICE SOLUTIONS, SEATTLE, WA  
JUNE 2017 – SEPTEMBER 2021

Assisted with organizing meetings and maintaining high-quality administrative support.

## EDUCATION

- Bachelor of Science in Business Administration, University of Washington, Seattle, WA | May 2017