

Hannah Rivera

I am a corporate receptionist with over six years of experience in managing front-desk operations in high-profile office settings. I excel at organizing executive calendars and coordinating internal communications.

CONTACT

 (555) 888-9999

 hannah.rivera@example.com

 LinkedIn

 Miami, FL 33101

KEY SKILLS

- Front-desk management
- Communication
- Scheduling coordination
- Administrative support

EDUCATION

Bachelor of Science in Business Administration
Miami University, Miami, FL
May 2017

PROFESSIONAL EXPERIENCE

RECEPTIONIST | GLOBAL BUSINESS CORP, MIAMI, FL
OCTOBER 2021 – PRESENT

- Managed a busy front desk, coordinating over 300 appointments monthly.
- Developed streamlined scheduling procedures that improved meeting coordination by 25%.

ADMINISTRATIVE ASSISTANT | TECH INNOVATORS, MIAMI, FL
JUNE 2017 – SEPTEMBER 2021

- Supported office operations by managing calendars and organizing departmental meetings.