


PM

Paul Martin

I am a multi-location receptionist with over eight years of experience coordinating front-desk operations across multiple office sites. I excel at standardizing procedures and ensuring consistent, high-quality customer service.

CONTACT

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 LinkedIn

 Dallas, TX 75201

KEY SKILLS

- Multi-location coordination
- Process standardization
- Cash management
- Customer service

PROFESSIONAL EXPERIENCE

RECEPTIONIST | RETAIL CHAIN X, DALLAS, TX
JANUARY 2018 – PRESENT

- Managed front-desk operations across five store locations, improving consistency and reducing wait times by 25%
- Standardized check-in procedures that decreased cash discrepancies by 90%.

ASSISTANT RECEPTIONIST | RETAIL CHAIN Y, DALLAS, TX
JUNE 2015 – DECEMBER 2017

- Assisted in daily operations and inventory management across multiple locations.

EDUCATION

Bachelor of Business Administration (BBA) in Retail Management
University of Texas, Dallas, TX | May 2014