

# Rachel Adams

I am a university receptionist with over 10 years of experience supporting academic institutions. I specialize in managing complex schedules, coordinating campus events, and ensuring excellent communication between faculty and students.

## CONTACT



(555) 999-1111



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LinkedIn



Boston, MA 02120

## KEY SKILLS

- Academic administration
- Scheduling coordination
- Event planning
- Customer service

## EDUCATION

Bachelor of Arts in  
Communications  
Boston College, Boston, MA  
May 2010

## PROFESSIONAL EXPERIENCE

Receptionist | University of Massachusetts, Boston, MA

August 2015 – Present

- Managed front-desk operations for a department with 100+ daily student interactions.
- Coordinated campus events and maintained efficient scheduling systems.

Administrative Receptionist | Community College, Boston, MA

June 2010 – July 2015

- Facilitated communication across multiple departments and improved record-keeping efficiency.