

Cameron Smith

I am an office receptionist with a strong background in administrative support. I excel at greeting visitors, managing phone communications, and ensuring smooth office operations.

KEY SKILLS

- Front-desk operations
- Phone and email management
- Scheduling
- Data entry

EDUCATION

Associate of Applied Science in
Office Administration

Austin Community College ,
Austin, TX
May 2022

PROFESSIONAL EXPERIENCE

Receptionist | City Tech Solutions , Austin, TX
October 2023 – Present

- Managed front-desk operations by greeting an average of 50 visitors daily and coordinating phone communications.
- Assisted with meeting scheduling and administrative tasks, improving office efficiency by 15%.

Administrative Intern | Austin Business Center , Austin, TX
January 2022 – June 2022

- Supported data entry and scheduling tasks, streamlining daily operations.