

JB

# Jacob Brown

I am an executive receptionist with a background in managing high-level communications and coordinating executive calendars in corporate environments. I excel at maintaining professionalism and ensuring seamless front-desk operations.



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LinkedIn

## KEY SKILLS

- Executive calendar management
- High-level customer service
- Team supervision
- Administrative support

## PROFESSIONAL EXPERIENCE

EXECUTIVE RECEPTIONIST | GLOBAL BUSINESS CORP  
BOSTON, MA | JANUARY 2018 – PRESENT

- Managed executive calendars and coordinated meetings for a team of 50+ professionals, improving scheduling efficiency by 25%.
- Enhanced customer service through proactive communication and streamlined reception protocols.

SENIOR RECEPTIONIST | CORPORATE HEADQUARTERS  
BOSTON, MA | JULY 2012 – DECEMBER 2017

- Supervised a team of receptionists and managed high-volume inbound calls, reducing average response time by 20%.

## EDUCATION

- Bachelor of Arts in Communications  
New York University, New York, NY | May 2012