



# PRIYA RAMASWAMY

Receptionist and office coordinator with 12 years in corporate and professional services lobbies. Have run front desks for firms of 40 to 220 people, owning visitor management, vendor relationships, and travel booking. Comfortable as the first face for executive clients and the go-to person for office logistics.

## CONTACT INFORMATION

-  (704) 555-0166
-  priya.ramaswamy@example.com
-  linkedin.com/in/priyaramaswamy
-  Charlotte, NC

## EDUCATION

- BACHELOR OF ARTS, COMMUNICATIONS | UNIVERSITY OF NORTH CAROLINA AT GREENSBORO | MAY 2012**
  - Notary Public, State of North Carolina, renewed 2023

## KEY SKILLS

- Visitor management (Envoy, Robin, Proxyclick)**
- Concur travel and expense**
- Microsoft 365 and Google Workspace**
- Conference room and catering coordination**
- Vendor management and invoice tracking**
- Executive calendar support**
- Event planning (up to 140 guests)**
- Notary Public**
- Mailroom and shipping (FedEx, USPS, DHL)**
- New-hire onboarding logistics**
- Budget tracking up to \$40K annual office spend**
- Bilingual: English and Tamil**

## PROFESSIONAL EXPERIENCE

### SENIOR RECEPTIONIST & OFFICE COORDINATOR | WHITFIELD STRATEGY PARTNERS, CHARLOTTE, NC | FEBRUARY 2020 - PRESENT

- First point of contact for a 220-person consulting office, greeting an average of 55 visitors a day
- Manage 14 conference rooms in Robin, including catering orders for client lunches up to \$3,400 per event
- Coordinate travel for partners and associates, booking around 30 trips a month through Concur
- Renegotiated janitorial and coffee service contracts, trimming monthly office spend by about 12%
- Onboard new hires on day one: badge, desk setup, parking validation, and office tour

### RECEPTIONIST | HARTMAN WEALTH ADVISORS, RALEIGH, NC | SEPTEMBER 2016 - JANUARY 2020

- Greeted high-net-worth clients and stocked the client lounge with espresso, wine, and pastries
- Managed calendars for 6 financial advisors and prepped meeting rooms with printed portfolios
- Screened a 10-line phone system, routing roughly 120 calls a day during market hours
- Handled certified mail, wire transfer documents, and overnight shipments for the operations team
- Trained two relief receptionists who covered lunch, vacation, and busy quarter-end weeks

### FRONT DESK RECEPTIONIST | CARDINAL MARKETING GROUP, RALEIGH, NC | JUNE 2013 - AUGUST 2016

- Welcomed clients for a 65-person marketing agency and set up creative pitch rooms
- Booked domestic travel for account teams and reconciled monthly Amex statements
- Maintained the supply closet on a \$900 monthly budget and tracked vendor invoices
- Helped plan quarterly office events, including a holiday party for 140 guests