

TERA WILLIAMS

Friendly and professional receptionist with strong organizational skills

Dedicated receptionist with **excellent multitasking abilities** and strong **interpersonal skills**.

New York, NY

tera.williams@email.com (555) 234-6789

LinkedIn | Portfolio

Professional Experience

Receptionist (Intern) City Dental Clinic | June 2023 - Present

- Manage **incoming calls and appointment scheduling**, ensuring smooth operations
- Greet and assist **50+ patients daily**, providing excellent service

Office Assistant Local Community Center | September 2022 - May 2023

- Organized **client records and office files**, improving workflow efficiency by **20%**
- Assisted with event coordination and administrative tasks

Key Skills

- Phone etiquette and communication
- Appointment scheduling and calendar management
- Data entry and document organization
- Customer service and problem resolution

Education

Candidate: Associate Degree in Office Administration New York City Community College | May 2025

Certifications

CompTIA A+ | April 2023