



OB

# Olivia Bennett

Front Desk Assistant

Chicago, IL  
(555) 456-7890

olivia.bennett@email.com

**Friendly and organized receptionist with strong communication skills**  
**High school student with experience in front desk operations, greeting visitors, and scheduling appointments.**

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## Professional Experience

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|-----------------------------|---|---|
| June 2023<br>- Present      | <b>Front Desk Assistant</b>   | <i>Community Fitness Center , Chicago, IL</i> |
|                             | <ul style="list-style-type: none"><li>• Greet visitors and check them into scheduled appointments</li><li>• Answer phone calls and provide information about programs and services</li><li>• Assist in maintaining cleanliness and organization of the reception area</li></ul> |   |
| August<br>2022 -<br>Present | <b>School Office Volunteer</b>  | <i>Lincoln High School, Chicago, IL</i>       |
|                             | <ul style="list-style-type: none"><li>• Help organize student records and assisted in administrative tasks</li><li>• Manage appointment scheduling for teachers and staff</li></ul>   |   |

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## Education

Lincoln High School, Chicago, IL | Expected Graduation: June 2025

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## Key Skills

- Customer service and communication
- Scheduling and organization
- Microsoft Office and Google Suite
- Phone and email etiquette