



# Olivia Bennett

Front Desk Assistant

Friendly and organized receptionist with strong communication skills

High school student with experience in front desk operations, greeting visitors, and scheduling appointments.

## PERSONAL INFORMATION

 (555) 456-7890

 olivia.bennett@email.com

 Chicago, IL

## KEY SKILLS

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

## PROFESSIONAL EXPERIENCE

June 2023 - Present

**Front Desk Assistant** | Community Fitness Center | Chicago, IL

- Greet visitors and check them into scheduled appointments
- Answer phone calls and provide information about programs and services
- Assist in maintaining cleanliness and organization of the reception area

August 2022 - Present

**School Office Volunteer** | Lincoln High School | Chicago, IL

- Help organize student records and assisted in administrative tasks
- Manage appointment scheduling for teachers and staff

## EDUCATION

Lincoln High School, Chicago, IL | - Present