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， 建议阅读原文

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15/F,TOWER2 ,BRIGHT CHINA, BUILDING1, BEIJING

QUALIFICATIONS: Over 2 years secretarial/administrative

experience. 来源：考试大 Extensive business experience including accounting firms, legal firms, financial firms, insurance

companies, transportation companies, medical

environments, government agencies and non-profit groups. Offer

common sense, ability to take initiative, quality orientation and the ability to see a job thorough. Outstanding communications

skills. Extremely hardworking and dedicated. 来源：考试

大 BUSINESS SKILL: Typing (65 wpm), Dictaphone. Multi-line Phones/Switchboard, Ten key (110 kspm) Digital DECmate computer, bookkeeping, credit checks, statistical typing.

EMPLOYMENT: MARSTON CONVENT, Laramie, WY,

2005-Present, Receptionist Answer phone, greet visitors and provide information, tours, and literature. Record and monitor thank-you

notes for all received donations. Perform light typing, filling, and word processing. 来源：考试大 RINALDO RANCH, Laramie, WY,

2004-2005, Secretary Provided word processing, customer

relations, some accounts payable processing. Implemented new

system for check processing, increased prompt payment of client bills. 来源：考试大 EDUCATION:

TRAINING, INC., Boston, MA, 2004 来源：考试大 An office careers

training program in bookkeeping, typing, reception, word processing, and office procedures. 来源：考试大ST.JOSEPH ' S ACADEMY,Portland,Maine High School Diploma 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)