**Liam Graig**

| **Summerville, SC 29483 | 555 555 5555 | example@example.com** |
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Professional Summary

Outgoing and friendly receptionist delivering customer service and administrative excellence, including clerical support and public interaction. Excels in calendar management, scheduling, data-entry and database administration.

Skills

| * Documentation and reporting * Office administration * Multiline telephone systems * G Suite knowledgeable * Time management | * Administrative support * Customer/client relations * Transcription and dictation * Conflict resolution |
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Work History

**Receptionist** 06/2019 to Current

**Line Of Sight LLC** – Boston, MA

* Coordinate catering and set up conference rooms for corporate and client meetings.
* Sort, receive and distribute mail correspondence between departments and personnel.
* Keep reception area clean and neat to give visitors a positive first impression.

**Receptionist Assistant** 03/2016 to 05/2019

**IVI, Incorporated** – Spartanburg, SC

* Maintained and updated the CRM system per guidelines with new opportunities by working with fee-earners and Client Coordinators.
* Ordered and distributed office supplies while adhering to a fixed monthly office budget of $1,500.
* Organized electronic and hard copy filing systems for easy retrieval of documents and information.

**Clerical Officer** 11/2014 to 02/2016

**South Carolina Department Of Social Services** – Columbia , SC

* Answered multi-line phone and routed calls to a 16 person exchange.
* Greeted and directed visitors and customers to their destination and provided general information.

Education

**High School Diploma**

**Lexington High School** - Lexington, SC