

Daneille Nesseth

Receptionist

✉ daneille.nesseth@gmail.com

☎ (908) 485-5798

📍 White Oak Dr, Fremont, CA 94536

EDUCATION

High School Diploma at Severna Park High School, Severna Park, MD

Aug 2017 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

LINKS

[linkedin.com/in/daneillenesseth](https://www.linkedin.com/in/daneillenesseth)

SKILLS

Answering phones

Greeting visitors

Scheduling appointments and meetings

Managing correspondence

Handling payments and invoicing

Maintaining records

LANGUAGES

English

Arabic

HOBBIES

Organizing

Crafting

Reading

PROFILE

I am a reliable and professional receptionist with over 1 year of experience. I have excellent customer service skills, and I am able to handle a high volume of calls and visitors. I am also proficient in Microsoft Office Suite, and I have experience managing office supplies and scheduling appointments.

EMPLOYMENT HISTORY

● Receptionist at Maryland Receptionist Services, MD

Mar 2022 - Present

- Answered an average of 100 calls per day.
- Greeted an average of 50 guests per day.
- Organized and maintained office filing system.
- Processed an average of 60 invoices per week.
- Scheduled and confirmed appointments for clients.

● Associate Receptionist at Receptionists R Us, MD

Aug 2021 - Feb 2022

- Answered an average of 35 phone calls per day.
- Greeted an average of 30 visitors per day.
- Processed an average of 20 incoming and outgoing mail items per day.
- Created and maintained various spreadsheets and databases.
- Assisted with various office tasks as needed.

CERTIFICATES

Certified Administrative Professional (CAP)

Mar 2021

Certified Medical Receptionist

Nov 2019

MEMBERSHIPS

American Association of Administrative Professionals

International Association of Administrative Professionals