

Thomas Goldhaber

Receptionist

Profile

A highly organized and efficient professional with over 1 year of experience as a Receptionist. Able to juggle multiple tasks simultaneously while maintaining a high level of accuracy and attention to detail. Proven ability to work well under pressure in fast-paced environments. Committed to providing excellent customer service at all times.

Employment History

Receptionist at North Dakota State University, ND

Apr 2022 - Present

- Received and directed 100+ calls daily.
- Greeted and screened all visitors, directing them accordingly.
- Managed incoming and outgoing mail.
- Monitored office supplies inventory and placed orders as needed.
- Maintained cleanliness and organization of reception area.

Associate Receptionist at University of North Dakota, ND

Sep 2021 - Feb 2022

- Answered an average of 60 calls per day.
- Greeted an average of 30 guests per day.
- Processed an average of 20 incoming and outgoing mail items per day.
- Maintained a 97% satisfaction rating for callers.
- Maintained a 95% satisfaction rating for guests.

Certificates

Certified Administrative Professional (CAP)

May 2021

Certified Medical Receptionist

Jul 2019

Memberships

American Association of Administrative Professionals

International Association of Administrative Professionals

✉ thomas.goldhaber@gmail.com

☎ (492) 678-9100

📍 Rd St, Bismarck, ND 58501

Education

High School Diploma at Central High School, ND

Sep 2017 - May 2021

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

Links

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

Skills

Answering phones

Greeting visitors

Scheduling appointments and meetings

Managing correspondence

Handling payments and invoicing

Maintaining records

Languages

English

Hindi

Hobbies

Organizing

Listening to music

Cooking