

Elijah Worobel

Receptionist

Profile

Details

elijah.worobel@gmail.com

(563) 275-5390

1285 Myrtle St, Charleston, WV 25301

I have over 1 year of experience as a receptionist. I am excellent at customer service and I have a friendly, outgoing personality. I am also very organized and efficient. In my previous job, I was responsible for answering incoming calls, greeting visitors, and handling various administrative tasks.

Employment History

Receptionist at American Medical Facilities Management, WV

Apr 2022 - Present

- Answered an average of 100 calls per day.
- Greeted and directed visitors in a professional manner.
- Managed incoming and outgoing mail.
- Processed invoices and payments.
- Scheduled appointments.

Associate Receptionist at Health Facilities Management, WV

Sep 2021 - Mar 2022

- Answered an average of 60 calls per day.
- Greeted an average of 30 visitors per day.
- Maintained supply inventory and placed orders as needed.
- Processed incoming and outgoing mail daily.
- Assisted with various office duties as requested.

Education

High School Diploma at Parkersburg High School, Parkersburg, WV

Aug 2016 - May 2021

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

Links

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

Skills

Answering phones



Greeting visitors



Scheduling appointments and meetings



Managing correspondence



Handling payments and invoicing



Maintaining records

