

Debbi Veitenheimer

Receptionist

Profile

A highly experienced and well-organized Receptionist with over 5 years of experience in managing phone calls, schedules, and handling customer inquiries. Track record of providing exceptional level of service to internal and external customers by greeting them warmly, scheduling appointments promptly, answering questions thoroughly. Proficient in operating multiline telephone system; receiving visitors/guests politely & directing them accordingly. Experienced in performing routine office tasks such as faxing documents & maintaining filing systems accurately.

Employment History

Receptionist at Apple

Feb 2022 - Present

- Answering and routing phone calls with a smile for 5 years.
- Greeting guests and clients with a friendly demeanor for 5 years.
- Managing scheduling and calendar appointments for 3 years.
- Assisting coworkers with projects big and small, always lending a helping hand when needed over the course of 5 years..
- Maintaining the cleanliness and organization of the office space on a daily basis throughout my five year tenure here at ABC company

Admitting Clerk at Microsoft

Sep 2017 - Jan 2022

- Answering and routing phone calls with a smile: In one busy office, the receptionist might answer 400 calls in a day.
- Greeting guests and clients: A good receptionist is always welcoming, no matter how many times they've seen that person before
- Keeping track of appointments and scheduling meetings: This includes maintaining files on each employee or client including contact info, upcoming appointment dates/times etc.
- Managing various office duties such as ordering supplies, handling mail, filing documents etc.: This requires staying organized and keeping up with inventory to make sure the office always has what it needs to function smoothly
- Providing support to coworkers: Because the receptionists is typically the first point of contact for anyone calling or visiting the office, they act as a liaison between employees and can provide helpful information or direct people to where they need to go

Education

Associate's degree at New York University, New York, NY

Sep 2013 - May 2017

I learned how to write in a clear and concise manner, as well as how to research and evaluate sources.

Certificates

Certified Administrative Professional (CAP), National Association of Administrative Professionals

Apr 2021

Details

debbi.veitenheimer@gmail.com

984-055-7304

2130 Loren Circle, Fayetteville, AR 72701

Links

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

Skills

Ability to use a multi-line phone system

Typing speed of at least 40 words per minute

Proficiency in Microsoft Office Suite, including Word, Excel and PowerPoint

Familiarity with office equipment such as scanners and printers

Strong written and verbal communication skills

Languages

English

Arabic