

Katherine Sykes

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Objective

Seeking a position as a receptionist where my interpersonal and organizational skills will contribute to company success

BUCKS COUNTY TECH SCHOOL 2009

- Culinary Arts

BUCKS COUNTY COMMUNITY COLLEGE 2009-2011

- Liberal Arts

Skills & Abilities

- Good communication and interpersonal skills
- Ability to work as a team and under pressure
- Highly organized with great attention to detail
- Flexible; able and willing to learn
- Knowledgeable in Microsoft Office (word, excel, power point)

Experience

Receptionist|New Dimensions|May 2007-Feb 2010

- Answered Phones
- Scheduled Appointments
- Filed Paperwork
- Data Entry

Customer Service|Laurel Health Center|March 2010-Feb 2012

- Greeted Patients
- Answered Phones
- Filed Paperwork
- Scheduled & confirmed appointments

Receptionist|TJS Solutions|May 2014- June 2016

- Filed Paperwork
- Kept all files organized & up to date
- Called clients
- Scheduled appointments

References

Rachel Katuran|Former Employer|215-410-4016

Marie Kwiatkowski|Co-Worker|215-262-4614

Sarah Levin|Family Friend|215-808-2804

