

FUNCTIONAL RESUME

Dexter Smith
2709 Wood Road
Toronto ON M4C 1L1
(416) 555-0123 RECEPTIONIST

RECEPTION SKILLS

- Well-groomed, stylish dresser
- Cheerful, friendly greeter
- Pleasant telephone voice
- Punctual

EQUIPMENT SKILLS

- Efficient on 30 line telephone system
- WordPerfect 6.2 (using IBM Personal Computer)
- Accurately keyboard 70 words per minute
- Skilled with transcription equipment
- Operate fax

GOOD WORKER SKILLS

- Learn quickly
- Self-motivated
- Honest, dependable, reliable
- Pride in doing a good job
- Follow instructions well
- Get along with supervisors and co-workers
- Meet deadlines
- Well organized

RECEPTION EXPERIENCE

- Large payroll firm (3 years - summer)
My supervisor had many compliments from both clients and employees on my job performance
- Small family owned accounting firm (1 year)

EDUCATION

- Studying nights towards 2 year receptionist certificate
- WordPerfect 6.2 training

References available upon request.

Z: <http://www.mazemaster.on.ca>
