**Kayla Hamilton**

1111 Steamboat Drive ● Rock Springs, WY 11111  
Residence: (000) 111-1111 ● Cellular: (999) 000-9999 ● Email: Name@example.com

**CAREER GOAL**  
To obtain a position as a Receptionist with Media Ocean utilizing exceptional interpersonal and organizational skills to manage the company’s front desk area in a proactive and professional manner.

**KEY STRENGTHS**  
• Excellent knowledge of providing first contact services at the front desk  
• Well versed in scheduling appointments and meetings  
• Strong familarity with operating multi-line telephone systems  
• Proficient in handling filing systems and correspondence  
• Bilingual: English and Spanish  
• Computer: Databases, Word, Excel, PowerPoint and Outlook

**EDUCATION**  
Bachelor’s of Arts (Sociology) ● Wyoming State University, Rock Springs, WY ● 2013

**CAREER PROGRESSION**

**Honorary Front Desk Intern**  
ABC Company, Rock Springs, WY | Summer 2013

• Greeted visitors and provided required information  
• Answered and forwarded phone calls  
• Maintained company’s database  
• Updated mailing lists  
• Maintained cleanliness of reception area

**COMMUNITY SERVICE AND HONOURS**  
• Big Sister | May 2007 – July 2008  
• Best Buddies  | May 2007 – June 2008  
• Wyoming AIDS Project Volunteer | April 2006 – Present  
• Rock Springs Community Service Coordinator | June 2009 – Present

**ADDITIONAL**  
• Committed to perform duties according to the company’s policies  
• Excellent analytic and problem solving skills  
• Effective written and verbal communication skills  
• Possess multicultural awareness  
• Exceptional work ethics