

Kayla Hamilton

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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 familiarity 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