**Lucy Ocampo**

0000 Valley Drive, Warminster, PA 00000

(111) 000-00000 | name@emailaddress.com

**Objective**: Dependable and dedicated worker searching for a well-established company in which to fill the position of Legal Receptionist.

**Highlights of Qualifications:**

* Remarkable office service experience in a legal environment
* Sound knowledge of computers and various software applications
* Deep knowledge of administrative procedures
* Ability to provide optimal customer service
* Exceptional ability to multitask and prioritize the work
* Excellent communication skills
* Proficient in managing time to finish the projects within the timeframe

**Professional Experience:**

Legal Receptionist, August 2005 - Present

IKON, Warminster, PA

* Administered all the guests and visitors coming to the office, ascertained the nature of their visit, and directed them to the appropriate personnel.
* Scheduled appointment on the phone for individual personnel.
* Maintained the multiple telephone lines, answered calls and directed them to the appropriate personnel or department.
* Greeted all clients and visitors with courtesy, issued passes to the visitors and determined the nature of their visit.
* Assisted the legal department by screening the callers for potential clients and transferring the line to the appropriate department.

Legal Receptionist, May 2000 – July 2005

WELLER LEGAL GROUP, Warminster, PA

* Maintained a neat and clean reception area at all times, ensured there is ample security.
* Managed the multiple phone lines according to the required procedures.
* Scheduled all appointments and updated the calendar accordingly.
* Prepared records for all the new clients and maintained it by regularly updating it.
* Participated in various educational seminars and training to update knowledge.
* Provided the necessary support to the clerical and administration staff.

**Education:**

High School Diploma, Carl Sandburg High School, Orland Park, IL