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#### Receptionist

##### Job Summary

Responsible for handling front office reception and administration duties, includes handling company inquiries, sorting and distributing mail, schedule meetings, travel for executives and refreshments. Etc ....

#### WORK EXPERIENCE

Kweku Sea Foods, Suitland Maryland

##### Receptionist

(02/2012 to 07/2019)

- switchboard operator
- Route calls to specific people.
- Answer inquiries about company.
- Attending to customers
- Attending to customers scheduling conference room for meetings
- Ensure reception area is tidy.
- Coordinate mail flow in and out of office.
- Coordinate office activities.
- Handle phone calls from people calling in sick
- Package food stuffs for customers
- Gather personal information
- Hand out employee applications.
- Arrange appointments
- Computer Skills

-Smart International School Accra Ghana

Receptionist , (05/2011 to 01/2012)

- \* Answered phone calls and transferred to correct location
- \* Scheduled appointments and reservations as needed
- \* Order school schedule and calendar and published for staff and students
- \* Order supplies for books and office equipment
- Answer phones and operate a switchboard.
- Route calls to specific people.
- Answer inquiries about company.
- Greet visitors warmly and make sure they are comfortable.
- Make coffee and set out food.
- Ensure reception area is tidy.
- Coordinate mail flow in and out of office.
- Coordinate office activities.
- Handle phone calls from people calling in
- \* Performed clerical duties such as copying faxing emailing sorting mail etc.
- \* Communicated with teachers staff and students regarding school news and changes to the schedule or calendar
- \* Made student class schedule including electives lunch etc.

#### Education

-Accra Girls' High School, Accra Ghana

Diploma, 2007-2011

-Prince George Community College

- [ ] Largo Maryland 2012-2015

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