**HOSPITALITY RECEPTIONIST RESUME**

Dawn Salehi

Receptionist

**Personal Info**

**Phone:** 601-750-5262

**Email:** dawnzsalehi@gmail.com

linkedin.com/in/dawnzsalehi

twitter.com/dawnzsalehi

**Summary**

Receptionist with 3+ years of experience and strong skills in EHR and scheduling. Seeking to deliver efficient, friendly customer relations at Dobson-Ruff Dental Clinic. At Darrell McGehee Dental, used Kareo clinic software to process 50+ patients per day.

**Experience**

**Front Desk Receptionist**

Darrell McGehee Dental Clinic

2017–2019

* Used Kareo clinic EHR software to schedule patient appointments, handle check-ins, track records, and manage billing with 100% accuracy.
* Greeted and registered an average of 50 patients per day with 97% positive customer review score.
* Handled 40+ daily incoming and outgoing phone calls.

**Receptionist**

Andrews Drilling Supply

2016–2017

* Answered 30+ calls per day.
* Resolved customer complaints with 95% positive feedback.
* Scheduled 3–4 client meetings per week.
* Entered phone orders into the system with 99.9% accuracy.

**Team Member**

Ruby Tuesday

2015–2016

* Took 10+ phone calls and phone orders per shift.
* Collaborated with 30+ employees to maintain 96% positive customer scores.
* Wrote daily shift reports with MS Office Suite.

**Education**

BA, African American Studies, MVSU

2011–2015

* President, women's intramural soccer league.
* Excelled in communications coursework.
* Member, sociology club.

**Additional Activities**

* Teach weekly yoga classes to groups of 15+.
* Lead monthly book club with 9 regular members.
* Installed computer system in small florist shop.

**Volunteer Work**

Board Member, Hinds County Animal Shelter

* Coordinate rescue transports with 24 out-of-state rescues.
* Collaborate with other board members to create monthly budget.

**Hard Skills**:

Kareo EHR Software, Microsoft Office Suite, scheduling, data entry

**Soft Skills**:

Friendly, detail oriented, time management, efficiency