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|  | **Alicia Holland**a.holland0415@gmail.com  /  306-290-3272 Osler, SK S0K 3A0  |

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| **Summary** |

Focused on providing professional service and support to every office visitor. Diligent about scheduling appointments, managing packages and routing mail to recipients. Positive nature with excellent people skills. Goal-driven Receptionist that excels in fast-paced environments. Security-conscious and astute in control of confidential documentation.

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| **Skills** |

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| * Meticulous and organized
* Multi-line telephone skills
* Organization and efficiency
* Professional and polished presentation
 | * Security understanding
* Multitasking and prioritization
* Service-oriented mindset
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| **Experience** |

Receptionist / Leland, Campbell, Kondratoff LLP - Yorkton, SK  *05/2018 - 07/2018*

* Answered and directed incoming calls using multi-line telephone system.
* Oversaw office inventory by restocking supplies and submitting purchase orders.
* Scheduled and confirmed appointments.
* Managed more than 50 incoming calls per day.
* Maintained daily calendars, set appointments with clients and planned daily office events.
* Distributed postal, courier and online emails to intended inter-office recipient.

Typist **and Office Assistant** / Balog's Driving School - Yorkton, SK  *07/2002 - 02/2017*

* Converted paper documents into digital files and added documents into database systems.
* Proofread documents and corrected errors in grammar, spelling and punctuation.
* Transcribed notes from the business owner and compiled into reports for submission to the required schools.
* Set up formulas in spreadsheets to compute financial calculations.
* Accurately entered data in numerical and alphabetical order.

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| **Education and Training** |

Academy of Learning - Saskatoon, SK  *08/2020*

Diploma : Administrative Assistant

University of Saskatchewan - Saskatoon, SK  *Expected in 01/2023*

Bachelor of Arts : Political Studies

* **References available upon request**