Michele Ford
3469 Gordon Street
Ontario, CA 91762
(333)-460-5391
xxxx@emailaddress.com

**Job Objective:** To form a lasting relationship with reputable firm in which my past experience as a Gym Receptionist can be used to enhance the growth of the company and where I can continue to develop my career.

**Summary of Qualifications:**

Remarkable front desk and customer service experience
Outstanding knowledge of gym equipments
Ability to coordinate with the administrative staff and employees
Ability to work in a team and multitask
Ability to answer very busy phones, meet and greet clients
Ability to check in gym members and keeping track of drink inventory
Exceptional customer service skills
Good communication skills
Proficient in using computer systems

**Work Experience:**

Gym Receptionist, August 2005 - Present
ClearCall Solutions, Ontario, CA

Handled all incoming calls and answered the enquiries made.
Assisted the Duty Manager in maintaining the gym.
Administered the payments made by the members.
Coordinated with the customers and took feedbacks to improve the efficiency of services.
Resolved all customer complaints.

Gym Receptionist, May 2000 – July 2005
Cordell & Cordell, Ontario, CA

Greeted all the clients in a pleasant manner.
Monitored the incoming calls by answering them personally.
Maintained a record of all guests and members coming to the gym.

**Education:**

Bachelor's Degree in Health & Fitness, Villa Maria College, Buffalo, NY