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