LISA JONES

Personal details

Name
Lisa Jones

Address
1267 Dolphin Blvd.
San Diego, CA, 92111

Phone number
(681) 204 7100

Email
example@cvmaker.com

Skills

- Customer Service
- Conflict Resolution
- Creative Problem Solving
- Time Management
- Multitasking
- Organization
- Microsoft Office Suite

Customer-centric and passionate executive assistant seeking to join the team at McDonald Architecture as an Administrative Assistant. Five-years of experience organizing files, handling traveling arrangements, communicating with customers and vendors, and multitasking daily duties. Exceptional communication, time management, organization, and problem solving skills. Channels constructive criticism into momentum and lesson learning, to reduce the potential of future errors and ensure a positive work environment.

Work experience

Receptionist
Aug 2018

Franklin Tubbs and Associates, La Jolla, Calif.

Currently serving as a front desk receptionist in La Jolla for Franklin Tubbs and Associates. Key daily tasks include:

- Greeting all clients, vendors, and business partners as they enter the facility.
- Answering telephone calls, customer emails, and directing inquiries to appropriate departments.
- Scheduling deliveries of products, supplies, and critical business correspondence.
- Organizing office files, supplies, and new products.
- Communicating with delivery companies, signing for parcels, and respecting all vendors.

Executive Assistant
Jun 2017 - Jul 2018

David Stevens Legal Services, Oceanside, Calif.

Served as a executive assistant with David Stevens Legal Services in Oceanside, California. Daily responsibilities included:

- Maintaining a perfectly clean work area at all times.
- Answering telephone calls and customer emails.
- Delivering legal files to The County Courthouse in Vista, California.
- Signing for package deliveries at the front desk.
- Assisting company employees with tasks as needed.

Education

Communications
Sept 2019

San Diego State University, San Diego, Calif.

High School Diploma
Sept 2014 - Jun 2017

El Camino High School, Oceanside, California

References

Jessica Tubbs
Franklin Tubbs and Associates
On Request

David Stevens
David Stevens Legal Services
On Request