

Jamene Johnson, Receptionist

SUMMARY

Dedicated office professional with extensive experience as an Administrative Coordinator and Receptionist. Over 5 years of relevant experience in managing front desk operations, appointment scheduling, and administrative support. Proven ability to handle multiple tasks efficiently while serving as the first point of contact for clients and visitors. Accustomed to providing exceptional customer service and maintaining vital documentation. Eager to leverage organizational skills and a compassionate approach to contribute positively to the dynamic environment at State Farm.

WORK EXPERIENCE

Jun 2023 - May 2024

May 2007 - Present

Jan 1990 Dec 1992

Private Homecare Giver, Private Homecare
Baltimore, MD, MoCo

- Delivered compassionate in-home caregiver services to a patient with diabetes and chronic kidney failure.
- Supported daily living activities while adhering to established emergency protocols.
- Coordinated dialysis appointments and administered prescribed medications diligently.
- Documented vital signs meticulously and facilitated discussions about treatment plans with doctors and family members.

Administrative/Coordinator Volunteer, Journey's
Crossing
Germantown, MD, MoCo

- Executed a range of administrative functions, including appointment coordination and scheduling.
- Conducted data entry tasks and drafted correspondence to support organizational communication.
- Acted as the primary point of contact for clients and visitors, ensuring a welcoming environment.

Office Assistant/Receptionist, American Cancer Society
Los Angeles, CA, Los Angeles

- Oversaw front desk operations, efficiently managing phone

calls and inquiries.

EDUCATION

May 1985-Jun 1988

SKILLS

- Welcomed visitors and guided them through the office environment. Organized and maintained appointment calendars to optimize scheduling efficiency.

Phineas Banning High School
High School Diploma
Long Beach, CA, United States

Microsoft Suite Applications - Word, Excellent customer service skills

Excel, PowerPoint

Empathy and emotional intelligence

Clear and concise communication

Problem-solving

Active listening

Teamwork