

Priscilla Palacios

Denver, CO
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OBJECTIVE

Detail-oriented receptionist with 5+ years of experience in secretarial work. Seeking to apply my communication, time management, and people skills at your company and diligently follow guidelines and directions. Possess a tenacious work ethic that will aid your company in meeting its milestones.

EXPERIENCE

Baceline Group (*Internship*)

September 2020 - November 2022, Denver CO

Receptionist

- Maintain the front desk and reception area in a neat and organized fashion
- Answer all incoming telephone calls and direct them accordingly
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Disperse incoming mail to correct recipients throughout the office
- Assist with clerical duties such as filing and scanning documents
- Create, maintain, and update Microsoft Excel Spreadsheets to generate reports and lists

J.R. Butler, Inc. (*Internship*)

August 2017 - June 2020, Englewood CO

Administrative Assistant

- Provide administrative assistance on calendar management, outgoing email correspondence, meeting coordination for conference rooms
- Complete all assigned data entry requests and tasks within required time frames

while maintaining a high level of quality

- Assist with sorting, scanning and distributing mail to the appropriate department/person
- Take inventory of and order office supplies on a regular and ad hoc basis

EDUCATION

Arrupe Jesuit High School, Denver CO - *High School Diploma*

08/2017 - 05/2021,

4.1 GPA