

VI NGUYEN

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RECEPTIONIST

I am an experienced receptionist seeking a full-time position in the field of consumer and community banking, where I can apply my knowledge and skills for continuous improvement. With a background in customer service and I am successful in achieving high levels of customer satisfaction. My attention to detail and ability to work effectively in a team have helped me to consistently deliver accurate and timely results.

SKILLS

- Ability to Adapt
- Schedule Management
- Multitasking and Prioritization
- Positive and Professional
- Detail Oriented

EDUCATION

ANNANDALE HIGH SCHOOL

Advance High School Diploma

2018 - 2022

NORTHERN VIRGINIA COMMUNITY COLLEGE

Associate of Science

Expected in 2026

EXPERIENCE

HAIRSOCIAL AND MEDSPA

Receptionist | 2023 - Current

Scheduled and confirmed appointments.

Answered and directed incoming calls using multi-line telephone system.

Served visitors by greeting, welcoming and directing to appropriate personnel.

HAPPY NAILS AND SPA

Lead Receptionist | 2022 - 2023

Processed payments and updated accounts to reflect balance changes.

Maintained daily calendars, set appointments with clients and planned daily shop events.

Prepared correspondence, reports and other documents in final formats with correct punctuation, and grammar and spelling.

HOTSPOT

Waitress | 2021 - 2022

Shared knowledge of menu items and flavors, enabling customers to make personal decisions based on taste and interest.

Displayed enthusiasm and promoted excellent service to customers, successfully increasing referrals and walk-in business.