

MICHAEL TORRES

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RECRUITER SUMMARY

- Transitioning from Administrative Support to Recruiter, leveraging 8+ years in office management, communication, and customer service.
- Enhanced visitor management system, reducing wait times by 30% at OfficeFront Solutions.
- Initiated and managed a referral program, sourcing 10+ qualified job candidates.
- Volunteer at Local Food Bank & Awarded for Outstanding Community Service 2021.

WORK EXPERIENCE

Senior Receptionist OfficeFront Solutions

March 2020 - Present

- Managed front desk operations, including visitor management and administrative tasks.
- Implemented improvements in the visitor management system, enhancing organizational efficiency.
- Initiated a referral program among front-office visitors, successfully sourcing over 10 qualified candidates for various departments.

Receptionist GreenLeaf Enterprises

January 2018 - February 2020

- Served as the first point of contact for all office visitors, enhancing communication and scheduling effectiveness.
- Assisted in organizing and executing open house hiring events, contributing to successful candidate recruitment.
- Implemented a streamlined digital check-in system, reducing visitor wait times and improving overall visitor experience.

Front Desk Assistant CityWide Events

January 2016 - December 2017

- Facilitated daily operations at a busy event planning office, supporting staff and client meetings.
- Managed scheduling and communication for event coordinators, contributing to enhanced event execution.
- Provided top-notch customer service, handling inquiries and providing detailed event information.

EDUCATION

High School Degree Boston High

September 2008 - May 2012

INTERESTS

- Urban gardening and sustainability projects
- Crafting and DIY home improvements
- Cycling and participating in community rides

SKILLS

Office Management

Customer Service

Communication

