Caleb Merriweather

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My Key Qualifications

- **5 years in receptionist and front-office roles**, one unbroken stretch from August 2021 to present at CBRE and Lincoln Property Company.
- Front-desk owner at CBRE, a **commercial real estate headquarters**, serving as first point of contact for visitors, brokers, tenants, and vendors.
- Answers and routes calls on a **multi-line phone system** while managing sign-in and host notifications for high visitor volume.
- Cut visitor check-in time **from 4 minutes to 2 minutes** by standardizing guest sign-in and host notification steps at reception.
- Schedules conference rooms and meeting logistics through **Outlook calendars and Microsoft Teams**, reducing double-booking from 5 per month to 1.
- Tracked **70 to 90 weekly deliveries** with same-day follow-through, plus mail, package, and messenger handling at both roles.
- Handles invoice coding and receipt collection in **Excel and Adobe Acrobat**, preparing 35 to 45 packets per month with zero returned over 6 months.

Experience

Receptionist — **CBRE**, global commercial real estate services company

Feb 2023 – Present · 3 yrs 9 mos

- Front-line reception for a corporate headquarters, serving as first point of contact for visitors, brokers, tenants, and vendors; answer and route calls on a multi-line phone system and manage guest sign-in and host notifications.
- Cut average visitor check-in time from 4 minutes to 2 minutes by creating a consistent reception checklist and a pre-arrival process for scheduled guests.
- Maintain centralized Outlook calendars and confirm room setup details with meeting hosts in Microsoft Teams, reducing conference room double-booking incidents from 5 per month to 1 for executive and broker meetings.
- Track all incoming certified deliveries and messenger packages using delivery logs and receipt confirmation practices, logging 100% of 70 to 90 weekly deliveries with same-day follow-through to recipients.
- Handle routine supply ordering and stock monitoring for front-office areas, cutting stockouts from 4 instances in one quarter to 1 the next by maintaining a reorder list and checking usage patterns before placing orders.
- Prepare 35 to 45 invoice and receipt packets per month with zero returned packets across 6 consecutive months, organizing backup documentation in Excel and Adobe Acrobat before submission.

Sample resume made with Specific Resume · specificresume.com

Front Desk Coordinator — **Lincoln Property Company**, commercial real estate and property management firm

Aug 2021 – Jan 2023 · 1 yr 5 mos

- Managed the front desk for a regional property management office, greeting visitors and answering high-volume calls on a multi-line phone system.
- Handled tenant, broker, and vendor visitor flow during busy leasing periods, covering 25 to 35 daily visitors with sign-in, badge distribution, and same-day host notification.
- Organized mailroom and package intake procedures with recipient labeling and daily tracking logs, cutting misrouted packages from 7 per month to 2.
- Created a shared supply inventory worksheet in Microsoft Excel tracking usage and reorder points, shortening monthly reorder prep by 3 hours.

Education

- **University of North Texas** — Bachelor of Business Administration in Management · 2017 – 2021

Skills

- **Office & Communication Tools:** Microsoft Outlook, Microsoft Teams, Microsoft Excel, Adobe Acrobat, Multi-line Phone System
- **Front Office Operations:** Conference Room Scheduling, Mail and Package Handling, Visitor Management, Front Desk Operations
- **Administrative Support:** Supply Management, Vendor Coordination, Invoice Coding