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## Hospital Greeter Resume

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### Job Objective

Seeking a job as Hospital Greeter in which my expertise, skills and dedication can help in the prosperity of the organization.

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### Highlights of Qualifications:

- Substantial experience in providing guests services within hospital environment
  - Sound knowledge of customer and personal services for processes
  - Profound knowledge of administrative processes and procedures
  - Ability to resolve specific issues of customers coming to hospital
  - Ability to utilize office equipments and present information
  - Solid understanding of clerical procedures and systems
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### Professional Experience:

Hospital Greeter  
Spectrum Health, Seattle, WA  
August 2012 – Present

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### Responsibilities:

- Provided assistance to patients and visitors by obtaining wheelchairs or other services as needed.
- Provided friendly and attentive services to guests coming to hospital.
- Opened and closed doors for patients and family members coming to the hospital.
- Participated in various committees for hospital and department.
- Monitored hospital entrance and maintained logs of everyday inventory.
- Maintained record of patient demographic on a computer system and provided update.

Hospital Greeter  
Spectrum Health System, Seattle, WA  
May 2009 – July 2012

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### Responsibilities:

- Analysed customer requests and requirements and provided quick resolution.
  - Ensured compliance to hospital regulations and standards.
  - Assisted to transport patients through stretcher or wheel chair.
  - Maintained Medhost system and collected patient information to be updated on same.
  - Provided customer services to patients, visitors and staff members efficiently.
  - Coordinated with medical personnel and departments and escorted patients to departments if required.
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### Education:

Associate Degree in Human Services  
Southwestern Oregon Community College, Coos Bay, OR

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