

# Allen Anderson

Receptionist, Production runner

W: <http://www.worky.com/allen-anderson>

## Allen Anderson's Professional Experience

---

2012 - Present **travelodge phoenix park - Receptionist**

I have worked as a hotel receptionist in travelodge phoenix park also as a production runner for Ireland's two largest Post Production Companies where I have gained 4 years work experience. My role as a receptionist involved checking in/out guests from hotel. Managing calls and bookings from phone, fax, or email. Managing accounts of shift and posting them online using opera operating system. Part of my role as a runner in both companies involved me working on reception where I received and forwarded calls, took client bookings, ordered couriers and taxis, and bookkeeping among other things. I was responsible for opening and locking up the building and keep a record of visitors. I also had to do daily fire and security checks. I love dealing with the public and enjoy working in a busy environment. I am a hard worker and eager to learn new skills.

## Allen Anderson's Education and Qualifications

---

2014 **Bachelor/Degree - Model making, design, digital effects**  
**Dun Laoghaire I.A.D.T**

---