

Adam Streiff

Receptionist

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Energetic and reliable receptionist with over 5 years experience working in both the public and private sectors. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers. Bachelor's degree in communications. GPA of 3.8



EXPERIENCE



2014 -
2017

Front Desk Receptionist

XYZ Corp, West Virginia

- Fielded communications from clients and colleagues, triaging requests.
- Acted as liaison between the company and priority clients.
- Managed training and travel schedules for employees.
- Implemented a new CRM with reporting capabilities. Cut costs 24%.



2013 -
2014

Receptionist Assistant

ABC Company, West Virginia

- Fielded customer service questions and routed calls, triaging requests.
- Supported numerous customer service and administrative functions.
- Assisted account managers in scheduling meetings and calls with clients.
- Met and greeted customers to make them feel at home.



2012 -
2013

Front Desk Assistant

Acme, West Virginia

- Created a professional, welcoming atmosphere for customers and staff.
- Opened the office in time to greet customers and staff.
- Maintained vendor relationships.



EDUCATION



2008 -
2012

Clemson University, B.A. English

- Facilitated weekly meetings of an intramural chorus group.



ADDITIONAL ACTIVITIES



Blogging about parenting

- Started my own parenting blog in 2013. Built up a loyal following of 10,000 readers per month in two years time.



Playing flag football

- I'm passionate about flag football because it keeps me fit, happy, and social.
- I've been elected team captain two years in a row.



SOFT SKILLS



WORKING UNDER PRESSURE



ATTENTION TO DETAIL



TIME MANAGEMENT



COLLABORATION



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RJ Alexander



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Best Resumes for Scientists and Engineers Adele Lewis, David Jewel Moore, 1993 In this major revision of her popular resource for scientists and engineers Adele Lewis joined forces with scientist and writer David J Moore to show technical professionals how to prepare resumes to fit the special requirements of their professions Whether you're targeting an entry level job or a top management position **Best Resumes for Scientists and Engineers** gives you everything you need to create the kind of standout resume technical employers are looking for including all the basic elements that go into writing an effective resume style content format word choice clearly defined objectives career summaries and more worksheets that take you step by step through the resume writing process ten powerful resume formats more than seventy five sample resumes for twenty five different hi tech industries tips on what you should and shouldn't say in a cover letter five simple steps that will improve your chances of landing an interview

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 - Chapter 2: Essential Elements of Resume Template Tips Best Price
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Table of Contents Resume Template Tips Best Price

1. Understanding the eBook Resume Template Tips Best Price
 - The Rise of Digital Reading Resume Template Tips Best Price
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Tips Best Price
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Tips Best Price
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Tips Best Price
 - Personalized Recommendations
 - Resume Template Tips Best Price User Reviews and Ratings
 - Resume Template Tips Best Price and Bestseller Lists
5. Accessing Resume Template Tips Best Price Free and Paid eBooks
 - Resume Template Tips Best Price Public Domain eBooks
 - Resume Template Tips Best Price eBook Subscription Services
 - Resume Template Tips Best Price Budget-Friendly Options
6. Navigating Resume Template Tips Best Price eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Tips Best Price Compatibility with Devices
 - Resume Template Tips Best Price Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Tips Best Price
 - Highlighting and Note-Taking Resume Template Tips Best Price
 - Interactive Elements Resume Template Tips Best Price
8. Staying Engaged with Resume Template Tips Best Price

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Resume Template Tips Best Price
- 9. Balancing eBooks and Physical Books Resume Template Tips Best Price
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Tips Best Price
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Tips Best Price
 - Setting Reading Goals Resume Template Tips Best Price
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Tips Best Price
 - Fact-Checking eBook Content of Resume Template Tips Best Price
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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