

# 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.



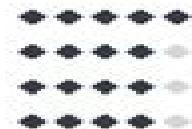
## ADDITIONAL ACTIVITIES

- **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



# Resume Template Tips Login

**Info Tech Employment,Info Tech  
Employment Editors**

## Resume Template Tips Login:

**New Books in the Communications Library** University of Illinois at Urbana-Champaign. Communications Library, 1991-10    **The Damn Good Resume Guide, Fifth Edition** Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results    **Women for Hire** Tory Johnson, Robyn Freedman Spizman, Lindsey Pollak, 2002 From the Women For Hire organization this is a make it happen now job guide Women For Hire reproduces successful high caliber national career fairs partnering the country's leading employers in all fields with thousands of smart qualified and diverse women Now in this book readers will get the straight arrow advice they need to get a job Women For Hire identifies specific ways for job seekers to maximize their search efforts and secure a great new job Readers will learn Networking Necessities for the Shy to the Gutsy The Truth About Job Functions Real Answers to Resume Dilemmas Smart Interview Strategies One Minute Mess Ups to Avoid at All Costs Tips on Negotiating Salary and Benefits Overcoming Obstacles Faced by Women Job Seekers How to Keep Your Job Once You Land It Plus interactive exercises resource lists and real life anecdotes    *Journal of Career Planning & Employment* , 1990    **Software Programmer - Consultant - Network Engineer - Application Developer Career and Job Guide** Info Tech Employment, Info Tech Employment Editors, 2007-08 From programming to procurement telecommunications to project management this fact filled guide offers direction for contacting and networking with the nation's best Information Technology employers    **Landing a Job For Canadians For Dummies** Dawn McCoy, 2002-10-01

Finding a new job is an overwhelming prospect for most people no matter how many times you've done it or at what stage of your career you're in. Especially in tough job markets when job seekers face tougher screening by recruiters, it's crucial to standout from the crowd in every way from your resume to your interview. Whether you're looking for a job in Canada or outside the country, the right strategy coupled with expert know-how will give you the critical advantage to land your dream job.

**Landing a Job For Canadians For Dummies** is for everyone looking for a job. Whether you're a newbie fresh out of university or a professional looking to change careers, you'll discover how to find your ideal job and create a winning plan for getting it. This user friendly guide helps you Decide on a career, Develop a strong r sum, Write memorable cover letters, Research jobs and companies, Maximize networking skills, Land a job, Explore how you can use computers, the Internet and e-mail in conjunction with tried and true networking, and follow ups to cast a discerning net that will catch the leads best suited to your skills and ambitions.

**Landing a Job For Canadians For Dummies** includes unique coverage of these and many more helpful topics including:

- Three big questions you need to answer
- Basic tools for your job hunt
- Three dependable r sum formats
- Anatomy of a cover letter
- The art of gentle persuasion
- Online job banks
- Ten big job hunting blunders
- Exploring other options
- Four steps to an inspired interview

In today's competitive job market, the way you present yourself to an employer is just as important as the skills and experience you bring to the table. Arm yourself with the tools and strategies you need to find your dream job and put together the winning package: r sum, cover letter, and interview to land it.

*The Job Hunter's Resource Guide* A. D. Lowe, 1995    *FrontPage 2002 Developer's Guide* Mike Jennett, 2001

Build powerful database driven Web sites using this comprehensive and hands on developer's guide. Use Frontpage 2002 with DHTML, integrate Office functionality, use with ASP and more. For creating and designing cutting edge Web sites, this is the ultimate guide to Frontpage 2002. This book will help users build sophisticated Web sites and intranets with FrontPage 2002, integrate Office functionality with FrontPage to create seamless intranets and master advanced scripting, XML, Active X controls and Active Server Pages.

*Business and Professional Communication for the 21st Century* Deborah A. Gaut, Eileen M. Perrigo, 1998

Adults of any age and job level need to develop an understanding of the issues and concerns that will face them in the next millennium from relational life, work life, public life and techno life. This book introduces readers to the problems they will face and provides them with the necessary skills they'll need in order to cope with this fast paced environment. Through in depth discussions of important topics as gender diversity, humor in the professional setting and business etiquette and protocol, this volume moves to new territory that existing books have not yet explored. Topics include the communication process, the art of listening, the care and feeding of an interpersonal network, groups and teams, diversity, leadership, business presentations and more.

Professionals who want to get ahead in their workplace as they gear up for a whole new century.

*Best Career and Education Web Sites* Rachel Singer Gordon, Anne Wolfinger, 2004

The Internet is loaded with information to help you find a job, choose a school or learn about careers. That's great if you know how to find what you're looking for. But if you don't, it's

easy to get bogged down in information overload That's where this book comes in In this all new fourth edition we've researched and reviewed the many thousands of career job search and education sites on the Web and include only the very best places for solid information and advice No more wading through site after site this book has already done all of the hard work for you Book jacket *The Only Job Hunting Guide You'll Ever Need* Kathryn Petras, Ross Petras, 1995 For job searchers at any stage of their careers here are the guidelines secrets and savvy suggestions that lead to success Hundreds of ingenious ideas and techniques have been updated to include the use of new technology new resource listings new tips on resume writing and more *Im, Your Career* Levitt, 1999-08 The Instructor Manual includes a complete syllabus model class schedules comprehensive chapter lesson plans and supplemental teaching activities New Career Competency Assignments have been added to document students mastery of key performance objectives Also provided are master transparencies chapter tests located in Appendix A and answers to the critical thinking questions

### **The Very Quick Job Search**

**Instructor's Curriculum, Second Edition** J. Michael Farr, 1996-02 Writing Resumes that Work Robert R. Newlen, 1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter

*Job Hunting for the Utterly Confused* Jason Rich, 1998 A guide for job seekers covers such topics as defining one's skills preparing a resume and cover letter interviewing effectively negotiating a salary and analyzing job offers

A Beginner's Guide To The Future Data Analyst's Jesun Ahmad Ushno, 2025-02-15 In today's fast paced data driven world the demand for skilled data analysts is higher than ever A Beginner's Guide to The Future Data Analyst's is the ultimate resource for anyone eager to start a career in data analytics Written by Jesun Ahmad Ushno this book provides aspiring data analysts with a step by step guide to mastering the core skills tools and techniques that are essential for success in the field This practical guide covers everything from understanding the foundational concepts of data analysis to working with powerful tools like Python SQL and SPSS

Whether you're just starting out or looking to refine your skills this book breaks down complex topics into easy to understand lessons with real world examples and hands on projects that will enhance your learning experience Inside you will find Step by step instructions on how to get started with data analytics tools like Python and SQL Hands on projects that allow you to apply your learning to real world data problems Tips on building a strong portfolio that showcases your skills and experience Practical advice on creating an impactful LinkedIn profile crafting an effective resume and preparing for data analytics job interviews Insights into career paths in data analytics the future of the industry and how to continuously grow in your career Through personal insights career guidance and technical know how this book equips you with everything you need to not only enter the field but to thrive in it If you're looking to make your mark as a data analyst A Beginner's Guide to The Future Data Analyst's is your roadmap to success

Corel WordPerfect 8 Complete Concepts and Techniques Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step

approach to learning WordPerfect Covers beginning and advanced skills Study Guide, Economics, Fifth Edition Edwin George Dolan,1988 **America's Top Jobs for People Without College Degrees** J. Michael Farr,1998-05 Contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions Special sections discuss career planning and job search techniques Also includes an appendix with jobs grouped by education and training required **Resumes for the Health Care Professional** Kim Marino,1993-01-21 A wealth of valuable inside tips and tricks on creating a winning resume especially for the health care professional Resumes for the Health Care Professional contains over 100 samples of health care resumes including registered nurses technologists technicians therapists social workers and medical record technicians This no nonsense approach will help you prepare an impressive winning resume faster and easier than easier than you ever thought possible This step by step guide provides Examples culled from the author's vast bank of health care resumes Cover letter and thank you letter samples A special section covering specific key health care jobs with full descriptions of each job 25 tough questions most often asked in a hospital interview with the kinds of answers the interviewer wants to hear 6 key questions you should ask the hospital interviewer Whether you're a health care professional returning to the work force changing careers or moving up or a recent graduate entering the health care industry this book is one of the best investments you'll ever make

This book delves into Resume Template Tips Login. Resume Template Tips Login is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Resume Template Tips Login, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Resume Template Tips Login
- Chapter 2: Essential Elements of Resume Template Tips Login
- Chapter 3: Resume Template Tips Login in Everyday Life
- Chapter 4: Resume Template Tips Login in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Resume Template Tips Login. This chapter will explore what Resume Template Tips Login is, why Resume Template Tips Login is vital, and how to effectively learn about Resume Template Tips Login.

3. In chapter 2, this book will delve into the foundational concepts of Resume Template Tips Login. The second chapter will elucidate the essential principles that need to be understood to grasp Resume Template Tips Login in its entirety.

4. In chapter 3, the author will examine the practical applications of Resume Template Tips Login in daily life. The third chapter will showcase real-world examples of how Resume Template Tips Login can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of Resume Template Tips Login in specific contexts. This chapter will explore how Resume Template Tips Login is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Resume Template Tips Login. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Resume Template Tips Login.

<https://crm.allthingsbusiness.co.uk/book/scholarship/HomePages/paperport%20145%20patch%201.pdf>

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