

Adam Streiff

Receptionist

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LinkedIn [linkedin.com/in/adamstreiffzety](https://www.linkedin.com/in/adamstreiffzety)

Twitter twitter.com/adamstreiffzety

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 Returns

Dawn McCoy



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THE WAY to New Employment in 6 Stages Mark Richardson MA, 2019-07-26 THE WAY to New Employment in 6 Stages is the first practical step by step handbook for serious career professionals seeking to make a highly effective career transition THE WAY represents the methodology which may be viewed as The Proven Way The Best Way The Certain Way The Sure Way The Most Efficient Way THE WAY is uniquely value adding based on the combination of the following distinctions Written by an accomplished insightful faith anchored career empowerment subject matter expert The first practical proven stage by stage and step by step guide to new employment and career fulfillment The 6 traits necessary to ensure campaign success THE WAY to defining the desired destination creating the ultimate master plan crafting the high impact marketing portfolio working smart and excelling in the interview process and increasing one's odds of securing the new career opportunity A faith based G P S Guided Placement System TM 12 Invaluable Insider Insights on some of the most challenging career transition campaign challenges High impact proprietary tools aligned to the 6 Stage C A R E E R Road Map to New Employment The SECRET INGREDIENT to dramatically improving one's success rate in an employment transition A 7th Stage going beyond landing the new employment opportunity providing the SECRET to Career Fulfillment THE WAY may be viewed as advanced job search training for the serious career transition professional and more THE WAY truly is the book that has been sought and needed by career professionals it is the only handbook you really need to make a successful career transition

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 stand out 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 resume 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 resume 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 resume cover letter and interview to land it **Make Your Resume Talk** Richard A. Hart, 2007-02-01
This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job
It promotes writing results work statements rather than task and responsibility statements Key features include how to write
1 your heading in relation to space available 2 targeted objectives 3 work statements that use key words and still describe
how good you are 4 skill sections that show your level of ability and 5 activities that show your chemistry Make Your Resume
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get attention of potential employers Helpful tips are provided throughout the book to highlight critical information for writing
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resumes help for high school college students and the physical attributes of resumes Effective cover letter guidelines with
examples are provided as a bonus Personal testimonials are scattered through the book to show you how the guidelines
helped other users The success of his approach is shown by this quote from a Senior Corporate Recruiter from Red Hat
which stated As a corporate recruiter I view hundreds of resumes daily filed with buzz words tasks and objectives that don't
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Dick Hart's book that show the depth of the candidate's ability and how well the buzz words apply to their accomplishments
are the ones we seriously consider Diligent applicants need to follow his advice and list solid achievements from past current
performance **The Career Change Resume** Kim Isaacs, Karen Hofferber, 2003 Written by the official resume advisers to
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demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters
valuable innovative career change tools and strategies and solutions to common problems plaguing career changers
Getting-- Keeping And-- Growing In-- Your Job Bill Corbin, Kim Corbin, 1994 A candid look at the pursuit and
development of a meaningful career Presented in an easy to read and amusing manner this book is filled with timeless
wisdom and up to the minute insights *New Books in the Communications Library* University of Illinois at
Urbana-Champaign. Communications Library, 1991-10 *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 **Artist's Market, 1983** Sally Ann
Davis, 1982-10 **The Job Hunter's Resource Guide** A. D. Lowe, 1995 The Federal Resume Guidebook Kathryn K.
Troutman, 1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can

emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine

101 Best Resumes for Grads Jay A. Block, Michael Betrus, 2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads *The Writer's Market*, 1987

America's Fastest Growing Jobs J. Michael Farr, 1997-02 Where will today's students job seekers and career changers find the jobs of tomorrow America's bestselling job search and career planning author has prepared detailed reports on the 50 fastest growing career options for the 1990s and beyond plus summaries of other career choices *America's Top 300 Jobs* U S Dept of Labor, 1998-04 Based on extensive market research from the U S Department of Labor this classic job information resource offers easy to read descriptions regarding job skills education requirements advancement opportunities and salary data Also contains a special section on growth projections for the 500 largest jobs through the year 2005

America's 50 Fastest Growing Jobs J. Michael Farr, 1995 Based on the latest information from the U S Department of Labor this popular book contains detailed job descriptions for the 50 fastest growing occupations The book also includes information about related occupations for each of the fastest growing jobs a job search section growth projections by industry and for the self employed and details on more than 500 jobs **Your Promising Future Teacher's Guide** JIST Publishing Staff, Meta Dunn, 2004-03 *How to Write a Winning Resume* Deborah Perlmutter Bloch, 1998 Explains how to present your experience skill and background in an effective way Includes sample resumes guidelines for layouts and instructions for writing cover letters **Study Guide, Economics, Fifth Edition** Edwin George Dolan, 1988 **Resumes**

for the Health Care Professional Kim Marino, 2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America's fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade *Resumes for the Health Care Professional* has been the relied upon resource for professionals in health care Now it has been newly updated to help you take advantage of the opportunities and prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry *Resumes for the Health Care Professional* provides Examples culled from the author's vast bank of health care resumes including registered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing

positions **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

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