

Adam Streiff

Receptionist

Phone: 555-123-1234

E-mail: adam.w.streiff@zesty.com

LinkedIn: 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.



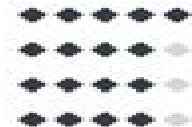
ADDITIONAL ACTIVITIES

- **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



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Deborah A. Gaut, Eileen M. Perrigo

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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.

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