

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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Jesse Stay



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Accidental Encyclopedia Andy Grogan, 2015-01-24 An overview of web design and UX of the best web sites on the internet

Easy Office 2013 Patrice-Anne Rutledge, Sherry Kinkoph Gunter, 2013-03-11 This year millions of beginner to intermediate level users will be searching for the easiest possible way to master Office 2013's new features. If you're one of them, Easy Office 2013 will give you exactly what you're looking for. This full color, utterly simple, step by step tutorial is carefully crafted to provide instant access to the 100 tasks you'll find most useful and valuable. Like all Easy series books, it teaches visually; you're never forced to work through lengthy text explanations. Its large typeface makes it even more accessible to all readers, especially senior readers whose needs are disregarded by most computer books. Written by two of the world's most experienced authors of Microsoft Office books for beginners, Easy Office 2013 presents the easiest, fastest, most direct procedures for getting the results you're looking for. Learn how to: Get super productive with Office 2013's powerful new tools. Create, edit, and read Office files on the Web and mobile devices. Craft high impact documents with powerful visuals. Prepare and analyze data visually with Excel charts and PivotTables. Make winning presentations with PowerPoint's new tools, even add audio and video. Work with others to review and refine your documents. Use Outlook to take control of your messages, schedules, and tasks. Take notes anywhere with OneNote, never forget a great idea again. Publish Office content straight to Facebook, Twitter, or LinkedIn. And more.

The Reformation of Welfare Tom Boland, Ray Griffin, 2021-06-15 Inspired by ideas from economic theology, this provocative book uncovers deep-rooted religious concepts and shows how they continue to influence contemporary views of work and unemployment.

Canva For Dummies Jesse Stay, 2025-01-29 The essential guide to the popular beginner-friendly graphic design platform Canva. Canva For Dummies is a beautiful full color reference covering everything you need to create dazzling visual materials in Canva Free and Pro versions. Discover all tools, templates, and features at the ready, plus utilize expert tips and tricks to improve your design and visual communication skills. Start with basic functionalities and graphic design principles and then work your way up to more complex design tasks with ease. Canva For Dummies also covers Canva's new AI tool, Magic Studio, so you'll be up to speed on everything this cool app can do. Plus the useful case studies and practical design projects inside are sure to ignite your creativity. Create effective social media posts, presentations, brand style guides, and everything in between thanks to the helpful guidance in this book. Understand the Canva interface and get a primer on graphic design. Explore advanced tools and techniques, including Canva's new AI tool, Magic Studio. Create engaging visuals for business, social media, and beyond. Utilize Canva hacks and trends to make your graphics pop. This handy guide is for everyone, answering all your questions whether you're new to the platform or a current user. Rock your next design project with Canva For Dummies.

Résumés in Cyberspace Pat Criscito, 2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology, this book provides detailed instruction on designing a resume for computer networking. Readers will learn to

make their resume attention catching scannable and effective in helping them get that job they re seeking They ll also find advice on using the World Wide Web and a variety of commercial on line services to find and land career positions *Using Microsoft Works* Kenneth D. Shaw,1994 **Artist's Market** ,1990 **The Executive Career Guide for MBAs** Richard H. Beatty,Nicholas C. Burkholder,1996 Based on surveys and interviews with hundreds of executives at top firms such as Johnson Johnson Xerox and Coca Cola as well as the deans of such prestigious business schools as Stanford Wharton and MIT Sloan Graduate School of Management this guide provides sage advice and insights on the most promising career opportunities and a sense of what employers are looking for in today s competitive market **Job Search and Graduate School Manual, Penn State Behrend** ,2004 Journal of Career Planning & Employment ,1985 **Target, Employment** ,1983 **For Your Action** Wayne Wallace,1990 Office XP Sarah E. Hutchinson-Clifford,Glen Coulthard,2001-08 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage Career Management for Scientists and Engineers John K. Borchardt,2000 There are chapters on networking and working with others what to expect from the day to day working world resumes and job hunting BOOK JACKET **Your Personal Netmoney** ,1997 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 The CPA Journal ,2007 *Resumes For Dummies* Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume **Microsoft FrontPage 2003** Gary B. Shelly,Thomas J. Cashman,Jeffrey J. Quasney,2005 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Office 2003 updates of the Shelly Cashman Series and enhance your Office application skills today **Knock Em'dead Resumes (6th)** Martin Yate,2004 Presents detailed information on resume writing including step by step instruction for creating effective resumes advice for online job searching and examples of successful resumes with their cover letter

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