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

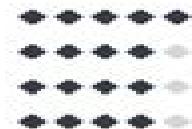- Facilitated weekly meetings of an intramural chorus group.

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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