

# Adam Streiff

## Receptionist

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Twitter: [twitter.com/adamstreiffzety](https://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.



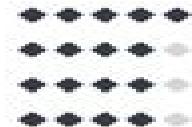
## ADDITIONAL ACTIVITIES

- **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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**Ron Krannich,Caryl Krannich**

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**The Job Hunter's Resource Guide** A. D. Lowe,1995 Microsoft Word 2000 Teresa Adams,Stella Smith,1999-04 An introduction to Microsoft

Word 2000 *Resources in Education* ,1991 *Special Edition Using Microsoft Office Word 2003* Bill Camarda,2004 bull Offers practical business focused coverage of Word's key enhancements including real time collaboration and XML support

bull Superior coverage of features that have always been essential to Word users such as Charts DTP Software Field Codes and Privacy and Security

bull CD package is a super value including WOPR and one hour of video training

*10 Minute Guide to Word 97* Peter G. Aitken,1996 The 10 Minute Guide to Word 97 offers simple practical help for busy people who

need fast results Through goal oriented 10 minute lessons you'll learn all the essential tasks for creating professional documents 10 minutes is all you need to learn how to create new documents and set up templates master basic editing skills

cutting copying and pasting find and replace formatting and special characters organize your documents with page numbers headers and footers add impact to your text with fonts borders and shading present information effectively with tables

outlines and custom tab stops manage your files in a snap and build your own Web documents

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

Nail the Resume! Ron Krannich,Caryl Krannich,2005-06-24 This

book helps users transform ordinary resumes into outstanding resumes that immediately grab the attention of employers

Computerworld ,1977-09-19 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

**U. S. Government Films** United States. National Archives and Records Service,1969 *Master Microsoft Word 2000*

*Visually* Shelley O'Hara,2000 O Hara offers the definitive power user s guide for Word 2000 featuring the 3D visual approach This text is designed to appeal to more sophisticated users with comprehensive text examples and instructions CD includes a fully searchable Acrobat version of the book samples documents and templates *Network World* ,1996-07-22 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

**Macworld Office 98 Bible** Bob LeVitus,1998

The comprehensive hands on tutorial reference gives readers all they need to know for mastering Office 98 for the Macintosh Bob LeVitus is one of the best known writers and trainers among Macintosh users *Expert Resumes for Computer and Web Jobs* Wendy S. Enelow,Louise Kursmark,2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive

*Programmer's Market* ,1985 U.S. Government Films ,1962

*Im/Key, Int Apl Office 2000, Coll Keybd (Update)* Vanhuss,Duncan,Forde,Woo,2000-02 *Microsoft Office System*

Michael J. Young,Michael Halvorson,2004 Hey you know your way around Microsoft Office so now dig into the 2003 edition and really put your PC to work Covering Microsoft Access Excel FrontPage Outlook PowerPoint Word and new Microsoft Office InfoPath this supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds in concise fast answer format It s all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Office mastery Build on what you already know about Office and quickly dive into what s new Maximize your document s impact with expert formatting graphics and special effects Master your schedule and e mail including sending live attachments and Internet faxes Build better spreadsheets and databases crunch numbers and use powerful data analysis tools Create and deliver compelling multimedia PowerPoint presentations Design and construct a sophisticated Web site Capture and exchange data seamlessly between programs and colleagues using XML InfoPath and SharePoint Team Services Use macros and Microsoft Visual Basic for Applications to customize Office CD features Complete eBook Catalog of select Office resources with links to third party tools and demos Microsoft add ins demos

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