

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.



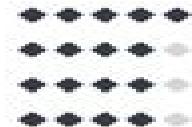
ADDITIONAL ACTIVITIES

- **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



Resume Template Tips Tutorial

Peter Norton

Resume Template Tips Tutorial:

Building the Looking-Glass Resume Larry Goldsmith,2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazole R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues

Microsoft Office 2016 and 2013 Basics Quick

Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version

How to Write a Resume Inklyo,2016-07-13

Write the perfect resume to get the job you want In today s competitive job market your resume needs to stand out As the rules of modern resume writing are rapidly changing knowing what to include in your resume to catch a potential employer s eye is difficult Should you include a picture An objective statement References How exactly do you format a resume to make an impact The writers at Inklyo com have answered all of these questions and more in this comprehensive guide to resume writing How to Write a Resume The Complete Guide to Modern Resume Writing is full of proven tips and tricks for stocking your resume writing repertoire with the techniques you need to stand out to employers This guide will lead you through the process of creating a resume from scratch selecting a resume format that is best suited to your background and including all of the information necessary to demonstrate your skills and experience With tons of examples and sample resumes to choose from How to Write a Resume will teach you the principles you need to know and how to apply them to create your very own resume Learn how to word your resume to ensure that your writing is engaging and that you make a professional first impression What type of resume are you Explore the different types of resumes and create one that will best suit your job history and experiences Let us walk you through each section of your resume We ll explain what to write how to write it and what not to do Formatting is important Follow our comprehensive guide to resume formatting and we ll show the dos and don ts of structuring your resume Need some visuals How to Write a Resume The Complete Guide to Resume Writing is full of examples and even full resume samples to guide you in writing your own resume Bonus Take the online companion course to How to Write a Resume at Inklyo com Use our free resume templates to get started

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 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 rsum, 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 rsum 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: rsum, cover letter and interview to land it.

Journal of Career Planning & Employment, 1990 *Enterprise AI For Dummies* Zachary Jarvinen, 2020-08-25. Master the application of artificial intelligence in your enterprise with the book series trusted by millions. In *Enterprise AI For Dummies* author Zachary Jarvinen simplifies and explains to readers the complicated world of artificial intelligence for business. Using practical examples, concrete applications and straightforward prose, the author breaks down the fundamental and advanced topics that form the core of business AI. Written for executives, managers, employees, consultants and students with an interest in the business applications of artificial intelligence, *Enterprise AI For Dummies* demystifies the sometimes confusing topic of artificial intelligence. No longer will you lag behind your colleagues and friends when discussing the benefits of AI and business. The book includes discussions of AI applications including Streamlining business operations, Improving decision making, Increasing automation, Maximizing revenue. The *For Dummies* series makes topics understandable and as such this book is written in an easily understood style that's perfect for anyone who seeks an introduction to a usually unforgiving topic.

Reader's Digest 1,001 Computer Hints & Tips Reader's Digest Editors, 2001. Whether you're a PC novice or you're already familiar with certain aspects of your PC, the book will help you get more from your PC. It's packed with simple, detailed explanations to help you expand your knowledge.

Macworld, 1991

Best Career and Education Web Sites Rachel Singer Gordon, Anne Wolfinger, 2004. The Internet is loaded with information to help you find a job, choose a school or learn about careers. That's great if you know how to find what you're looking for. But if you don't, it's easy to get bogged down in information overload. That's where this book comes in. In this all

new fourth edition we've researched and reviewed the many thousands of career job search and education sites on the Web and include only the very best places for solid information and advice No more wading through site after site this book has already done all of the hard work for you Book jacket **The Damn Good Resume Guide, Fifth Edition** Yana Parker,Beth Brown,2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results **Job Hunters' Sourcebook** Amy Darga,2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e-mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches **The Software Encyclopedia 2000** Bowker Editorial Staff,2000-05

The Designer's Guide to the Cortex-M Processor Family Trevor Martin,2022-12-02 The Designer's Guide to the Cortex M Microcontrollers Third Edition provides an easy to understand introduction to the concepts required to develop programs in C with a Cortex M based microcontroller Sections cover architectural descriptions that are supported with practical examples enabling readers to easily develop basic C programs to run on the Cortex M0 M0 M3 and M4 and M7 and examine advanced features of the Cortex architecture such as memory protection operating modes and dual stack operation Final

sections examine techniques for software testing and code reuse specific to Cortex M microcontrollers. Users will learn the key differences between the Cortex M0, M0, M3, and M4, and M7. How to write C programs to run on Cortex M based processors, how to make the best use of the CoreSight debug system, the Cortex M operating modes and memory protection, advanced software techniques that can be used on Cortex M microcontrollers, and much more. Includes an update to the latest version 5 of MDK ARM which introduces the concept of using software device packs and software components. Includes overviews of new CMSIS specifications. Covers developing software with CMSIS RTOS showing how to use RTOS in real world design.

Beginner Level Prompts Plug and Play Prompts, 2025-10-26

Struggling to Get Good Results from AI Tools You're Not Alone. Most people know AI tools like ChatGPT and MidJourney exist, but they don't know how to use them effectively. You type something in and get mediocre results and wonder what all the hype is about. The secret? It's all about the prompts. This book gives you 1,100 proven beginner friendly prompts that actually work so you can start getting impressive results from AI today even if you've never used these tools before.

What's Inside:

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- 10 Essential Topics: Covering everything from content creation to business planning.
- 100 Subcategories: Find exactly what you need fast.
- Zero Experience Required: Written for complete beginners.
- Topics Covered: AI Art, MidJourney, Create stunning visuals, Content Creation, Marketing, Write better content faster, Business Entrepreneurship, Plan, strategize, and grow, Freelancing, Side Hustles, Start earning with AI, Education, Learning, Study smarter, learn faster, Programming, Tech Code without being a developer, Building Websites, Apps, Bring your ideas to life, Travel, Adventure, Plan unforgettable trips, Video Creation, Produce engaging content, AGI, Brain Computer Interfaces, Explore cutting edge tech.
- Perfect for Content creators who need fresh ideas daily.
- Small business owners wanting to automate tasks.
- Students looking to study more effectively.
- Freelancers adding AI to their skillset.
- Anyone curious about AI but unsure where to start.

Why This Book Works:

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Career Transitions ,1999 **PowerPoint 2000 Level 1 Core: A Tutorial to Accompany Peter Norton Introduction to Computers Student Edition** Peter Norton,1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students learn to create process and present information using Microsoft PowerPoint 2000 **Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk** Peter Norton,1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

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web primary dressing examples alginate hydrofiber or hydroactive secondary dressing examples high absorbent non adherent dressing or foam for deeper wounds use an alginate alternative dressing when the risk of infection is high an antimicrobial dressing should be considered for example silver dressings yellow necrotic wound

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web jun 15 2020 measurement the size of the wound should be measured in centimeters and listed in the wound care treatment chart as length times width times depth nurses must also document the location and depth of any tunneling or undermining

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web patient and the whole of the health care system examples of chronic wounds may be pressure ulcers diabetic wounds and leg ulcers hours of the patient s admission to hospital of an existing wound the wound assessment chart can be found in appendix 1 the assessment must include factors the wound care plan can be found in appendix 2

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web ensures continuity of wound care rationale for dressing choice aids other staff in understanding your rationale for in conjunction with full wound assessment chart developed by the tissue viability service medical photography service nhs lothian version 3 0 authorised sep 2019 review sep 2022 page 2 of 4

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web depth deepest part of visible wound bed document the location and extent referring to the location as time on a clock e g wound tunnels 1 9 cm at 3 00 tunneling a narrow passageway that may extend in any direction within the wound bed undermining the destruction of tissue extending under the skin edges margins so that the

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web the circumference of the wound is traced if the wound edges are not even three dimensional measures the wound depth is measured using a dampened cotton tip applicator additional instructions for complex wounds plan discussed with parent carer wound care assessment treatment chart wound measurements assessment 1

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web all wounds are contaminated but not necessarily infected contamination microorganisms on wound surface colonization bacteria growing in wound bed without signs or symptoms of infection critical colonization bacterial growth causes delayed wound healing but has not invaded the tissue infection bacteria invades soft tissue causes systemic

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web the goal of wound management to stop bleeding inflammation 0 4 days neutrophils and macrophages work to remove debris and prevent infection signs and symptoms include redness and swelling the goal of wound management to clean debris and prevent infection proliferation 2 24 days the wound is rebuilt with connective tissue to promote

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web mar 10 2022 assess for tunneling undermining or induration describe the amount and color of wound exudate serous

drainage plasma clear or light yellowish sanguineous drainage fresh bleeding bright red serosanguineous drainage a mix of blood and serous fluid pink purulent drainage infected thick opaque and yellow green or other color

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web the wound bed preparation model supports these aspects of care delivery wound bed preparation is the basis for clinicians not only to be successful in treatment but more importantly to achieve faster and better results for our patients afflicted by wounds

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web jun 26 2023 damage or disruption of living tissue s cellular anatomical and or functional integrity defines a wound 1 acute and chronic wounds are technically categorized by the time interval from the index injury and more importantly by the evidence of physiological impairment 2 accordingly specific treatments including biofilms would be planned to

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web jan 17 2023 wound care a guide to practice for healthcare professionals 30m updated 17 january 2023 what wound is this what dressing should i use will it heal these are just some of the questions many first time or novice clinicians may ask when faced with a complex instance of wound care

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web the principles of effective wound care caring for a person with a wound must be based on a complete assessment of the resident and the wound considering both intrinsic and extrinsic factors consider these five principles when planning wound care 9 1 2 3 is the tissue necrotic yes debridement is in order determine which method is

advancing wound care documentation roadblocks to results - Apr 20 2022

web routine performance improvement chart audits wound care documentation 1 issue orders notification of md complete assessment measurements what our data told us 90 hh hos 30 40 50 60 70 80 0 10 20 orders match care orders contain all info full assessment completed wound measurement

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web the wound of injury care tracker chart template is used to track and monitor the care and progress of a wound or injury it helps healthcare providers keep a record of treatments dressings and healing progress wound of injury care tracker chart template frequently asked questions faq q what is a wound of injury care

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web vowel digraph games include vowel sound quizzes which practice long and short vowel sounds such as ae ea ay ee ie oe ue oo oa ew ai ei ey igh ind ol oll old ow ou and ui these interactive phonics games can be played at home or in the classroom vowel teams blend vowels and expose children to orthography in english

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web a fantastic set of phonics games to reinforce different graphemes students play these games with a partner each student chooses a counter they roll the dice and find a word that contains the digraph shown on the dice on the matching game board they cover that circle on the game board

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web need a new reading center activity to help your students understand digraphs this printable board game has you covered with both consonant digraphs and vowel teams included how to set up your digraphs game print the spinner activity boards on cardstock cut out the arrows and attach one to each spinner using a brass brad

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web coconut vowels a fun spelling game where you need to think quickly or it s game over fill in the gaps in the words to make a real words there are different levels of difficulty for teachers information the game focuses on vowel digraphs

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