

Adam Streiff

Receptionist

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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.



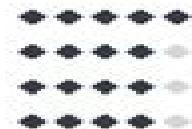
ADDITIONAL ACTIVITIES

- **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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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

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