

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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Jay A. Block, Michael Betrus



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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

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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

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