

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



Resume Template Tips Tutorial

Laura Praglin



Resume Template Tips Tutorial:

Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume 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 Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues

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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 stand out 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 resume, 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 up 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 resume 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: resume, 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, and 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 Wolfiger, 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

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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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