

# 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.



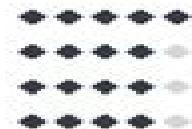
## ADDITIONAL ACTIVITIES

- **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



# Resume Template Tips Tutorial

**Laura Praglin**

## **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

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**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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