

# Adam Streiff

## Receptionist

Phone 555-123-1234

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LinkedIn [linkedin.com/in/adamstreiffzety](https://www.linkedin.com/in/adamstreiffzety)

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

**TeachUcomp Inc**



## **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

*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

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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-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 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.

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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

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*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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**Starting Your Career** Laura Praglin, 1999 Starting Your Career The Best Resources To Help You Find the Right Job is targeted primarily at the several million new college graduates trying to find their first job and to other young adults beginning their careers

**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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