

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



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D Keegan

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[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 r sum 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 r sum 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 r sum cover letter and interview to land it

Journal of Career Planning & Employment ,1990 **Enterprise AI For Dummies** Zachary Jarvinen,2020-08-25

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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 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

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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

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Table of Contents Resume Template Tips Tutorial

1. Understanding the eBook Resume Template Tips Tutorial
 - The Rise of Digital Reading Resume Template Tips Tutorial
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Tips Tutorial
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Tips Tutorial
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Tips Tutorial
 - Personalized Recommendations
 - Resume Template Tips Tutorial User Reviews and Ratings
 - Resume Template Tips Tutorial and Bestseller Lists
5. Accessing Resume Template Tips Tutorial Free and Paid eBooks
 - Resume Template Tips Tutorial Public Domain eBooks
 - Resume Template Tips Tutorial eBook Subscription Services

- Resume Template Tips Tutorial Budget-Friendly Options
- 6. Navigating Resume Template Tips Tutorial eBook Formats
 - ePUB, PDF, MOBI, and More
 - Resume Template Tips Tutorial Compatibility with Devices
 - Resume Template Tips Tutorial Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Tips Tutorial
 - Highlighting and Note-Taking Resume Template Tips Tutorial
 - Interactive Elements Resume Template Tips Tutorial
- 8. Staying Engaged with Resume Template Tips Tutorial
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Tips Tutorial
- 9. Balancing eBooks and Physical Books Resume Template Tips Tutorial
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Tips Tutorial
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Tips Tutorial
 - Setting Reading Goals Resume Template Tips Tutorial
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Tips Tutorial
 - Fact-Checking eBook Content of Resume Template Tips Tutorial
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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