

# 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 Tricks

**Steven Provenzano**



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**Guide to the Perfect Resume** Susan Ireland, 2006 An updated and revised edition of one of Alpha Books top career guides helps readers put together an attention grabbing resume that will help land them their dream jobs The book includes dozens of sample resume styles an action plan for a successful job search and professional advice on creating cover letters finessing the toughest interview and writing thank you and follow up letters More concise step by step information for creating a resume for a variety of commonly faced situations including career change employment gaps age discrimination and layoffs An increased emphasis on the combination resume the chronological format with skill headings within each job title section which has become one of the most widely accepted formats by employers Arms job seekers with a clear understanding of the principles of creating a great resume allowing them to adapt and apply those principles to their own personal situation no matter how difficult that situation may be     **Happy about My Job Search** Barbara Safani, 2012 A job search is never easy and a struggling economy only makes it harder How do you make your job search smarter faster and better In Happy About My Job Search Barbara Safani offers a candid perspective of what a job search is and isn't She offers plenty of practical hints for building better resumes and writing compelling cover letters She freely shares her expert understanding of how to network during a job search prepare strategies for interviews and negotiate a competitive compensation package Barbara reveals the way to be well informed and better prepared for the journey ahead Read her compelling new book to learn how to find success even in this most trying situation     **Gallery of Best Resumes for People Without a Four-Year Degree**

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*The Resume.Com Guide to Writing Unbeatable Resumes* Rose Curtis,Warren Simons,2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step

[Resumes that Work](#) Thomas Dale Cowan,1983

**Top Secret Resumes for the '90s!** Steven A. Provenzano,Steven Provenzano,1993

**Cyberspace Resume Kit** Mary B. Nemnich,Fred Edmund Jandt,1999 A guide to putting a resume online that shows how to take advantage of state of the art Internet features that have revolutionized job searching The authors show how to incorporate numerous elements into HTML resumes including graphics color and links Also included are evaluations of 80 plus Internet resume sites interviews with industry insiders on the most effective ways to produce and use cyberspace resumes and how to register a Web resume Annotation copyrighted by Book News Inc Portland OR

**Resumes! Resumes! Resumes!** ,1997 Presents fifty sample r sum s evaluated by recruiters and career counseling professionals in a variety of fields and explains the documents strengths

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Burns, Sharyn Venit, 1989 Updated for the IBM compatible version of PageMaker 3.0 An ideal introduction text Using PageMaker presents both program basics and simple design concepts Includes dozens of detailed examples **Slam Dunk Resumes-- that Score Every Time!** Steven Provenzano, 1994 The secrets to writing a sharp focused and effective resume from a consultant who has written more than 3 000 Provenzano shows how to organize knowledge talents and achievements and use slam dunk writing and editing principles to transform a resume from boring to brilliant Includes dozens of before and after samples and 100 slam dunk resumes

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