

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 Tricks Setup

Ade Suryani



Resume Template Tricks Setup:

Hack Proofing ColdFusion Syngress, 2002-04-25 The only way to stop a hacker is to think like one ColdFusion is a Web application development tool that allows programmers to quickly build robust applications using server side markup language It is incredibly popular and has both an established user base and a quickly growing number of new adoptions It has become the development environment of choice for e commerce sites and content sites where databases and transactions are the most vulnerable and where security is of the utmost importance Several security concerns exist for ColdFusion due to its unique approach of designing pages using dynamic page templates rather than static HTML documents Because ColdFusion does not require that developers have expertise in Visual Basic Java and C Web applications created using ColdFusion Markup language are vulnerable to a variety of security breaches *Hack Proofing ColdFusion 5.0* is the seventh edition in the popular Hack Proofing series and provides developers with step by step instructions for developing secure web applications Teaches strategy and techniques Using forensics based analysis this book gives the reader insight to the mind of a hacker Interest in topic continues to grow Network architects engineers and administrators are scrambling for security books to help them protect their new networks and applications powered by ColdFusion Unrivalled Web based support Up to the minute links white papers and analysis for two years at solutions syngress com

Hack Proofing Windows 2000 Server Syngress, 2001-11-01 The complete authoritative guide to protecting your Windows 2000 NetworkEssential reading for your IT security organization Deena Joyce Director of Information Technology and Network Security Casino Magic Pick up a newspaper or watch the evening news and you will find a major news story involving a breach of network security Windows 2000 as the premier network platform has many important security features but they are difficult to configure and manage *Hack Proofing Windows 2000 Server* has totally up to date coverage of Service Pack 2 SP2 Kerberos and Public Key Infrastructure and also addresses newer topics such as Virtual Private Networks VPNs remote access and web site security The book also has complete coverage of Internet Information Server IIS release 5 A great addition to the bestselling Hack Proofing series Windows 2000 sales have surpassed those of Windows NT Critical topic The security of an organization s data and communications is crucial to its survival and these topics are notoriously difficult to grasp Unrivalled web support at www.solutions.syngress.com

Democratizing Application Development with AppSheet Koichi Tsuji, Suvrutt Gurjar, Takuya Miyai, 2023-01-06 A hands on guide to building sophisticated business applications and automation using AppSheet to deliver business results quickly without writing lines of code Key Features Learn how the AppSheet Editor works to configure test and deploy a business app without writing lines of code Get hands on experience with AppSheet by building a real world application throughout the book Explore useful tips and tricks to develop custom functionalities in the app to meet unique business needs Book Description Many citizen developers regularly use spreadsheets in their business and day to day jobs With AppSheet you can take your spreadsheets to the next level by enhancing their ease of use The platform allows you to

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Remote Work Playbook Cole N. Harrington, 2025-11-04 Break free from the 9 to 5 grind and start building a location independent life that pays the bills and fuels your purpose Whether you re burned out bored or simply tired of trading time for money the digital economy is calling Remote Work Playbook is your clear no fluff guide to designing portable income streams and reclaiming control of your time energy and freedom Bestselling author and digital entrepreneur Cole N Harrington has helped thousands escape the traditional job trap and this book shows you how Inside you ll learn how to Identify your digital skillset even if you think you re not techy Choose the best remote work path for your personality and strengths Launch in 30 days or less with freelance contract or side hustle income Land real gigs on trusted platforms without getting scammed Build sustainable systems for long term remote income and avoid burnout Master the tools tech and habits for focus flow and freedom Travel the world or stay home in your PJs while earning online Avoid isolation and stay mentally strong in the remote work lifestyle You ll also discover High earning portable hustles like coaching digital products and content creation Low tech job options like virtual assistant work ESL teaching and customer support Income stacking strategies that turn unstable gigs into steady income A full 30 day launch checklist to help you go remote fast with confidence This isn t just a book it s your blueprint for freedom Whether you re a total beginner or ready to scale your

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Passive Income with AI Ade Suryani,2025-06-24 Passive Income with AI How to Make Money Automatically is a hands on no fluff guide for smart workers not just hard workers As automation and AI become everyday tools this book shows you how to build digital income systems powered by artificial intelligence even if you re starting from scratch Through real life use cases step by step tutorials and automation strategies you ll learn to use tools like ChatGPT Gemini Claude Midjourney DALL E Veo Zapier and more to generate content design assets automate your workflows and sell digital products with minimal daily effort Inside this book you ll discover how to Create AI powered blogs eBooks video content online courses and more without being on camera Build passive marketing funnels email automations and evergreen digital offers Use prompt

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production Packed with tips techniques and case studies from shops on the cutting edge of Flash development Companion Website includes dynamic examples from the book and links to the hottest broadcast Flash animation created by third parties

Mastering Electronics Workbench John Adams,2001-04-30 Electronic Workbench EWB software has forever changed the face of electronics Including mixed mode circuit simulation schematic capture and PCB layout software it provides a virtual bench for learning experimenting with and simulating electronics including mixed mode circuit simulation schematic capture and PCB layout software Mastering Electronics Workbench by John Adams is your guide to successfully using Electronics Workbench You get detailed explanations of each component instrument and function You learn how to install the program how to use it to create circuit simulations and analysis models and how to make complex designs This guide is also packed with complete projects for hobbyists technicians and engineers each designed to help you learn the complexities of the program The book covers menu options creating a circuit the drag and drop interface the 2 minute circuit making a simple circuit advanced circuit simulations practical uses For EWB EWB layout software and much more *FileMaker Pro 4* Alex Kennedy,1999 This is a guide to FileMaker Pro 4 0 a cross platform relational database management system that operates on PCs rather than huge mainframe systems The book introduces and explains how FileMaker Pro databases can be integrated with and published on the Web All examples have been updated for version 4 0 and there is updated material on networking to take into account Web and Windows NT support Also five chapters on Web publishing are new to this edition

Resume Template Tricks Setup: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have captivated audiences this year. Resume Template Tricks Setup : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Resume Template Tricks Setup : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Resume Template Tricks Setup : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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