

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

Syngress



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 Network Essential 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

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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

current hustle Remote Work Playbook will show you exactly how to earn from anywhere No gatekeepers No fluff Just action

Microsoft Word 2007 Bible Herb Tyson,2007-05-23 Microsoft s Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed No matter what level user you are Microsoft Word MVP Herb Tyson s expert guidance puts you in charge helping you choose the best way to get your work done and to get the most out of Word 2007 You ll discover new ways to command legacy features completely new features to accomplish old tasks and brand new native capabilities

FileMaker Pro 9: The Missing Manual Geoff Coffey,Susan Prosser,2007-08-02 FileMaker Pro 9 The Missing Manual is the clear thorough and accessible guide to the latest version of this popular desktop database program FileMaker Pro lets you do almost anything with the information you give it You can print corporate reports plan your retirement or run a small country if you know what you re doing This book helps non technical folks like you get in get your database built and get the results you need Pronto The new edition gives novices and experienced users the scoop on versions 8 5 and 9 It offers complete coverage of timesaving new features such as the Quick Start screen that lets you open or a create a database in a snap the handy save to buttons for making Excel documents or PDFs the multiple level Undo and Redo commands let you step backwards through your typing tasks and much more With FileMaker Pro 9 The Missing Manual you can Get your first database running in minutes and perform basic tasks right away Catalog people processes and things with streamlined data entry and sorting tools Learn to use layout tools to organize the appearance of your database Use your data to generate reports correspondence and other documents with ease Create connect and manage multiple tables and set up complex relationships that show you just the data you need Crunch numbers search text or pin down dates and times with dozens of built in formulas Automate repetitive tasks with FileMaker Pro 9 s easy to learn scripting language Protect your database with passwords and set up privileges to determine what others can do once they gain entry Outfit your database for the Web and import and export data to other formats Each chapter in the book contains living examples downloadable tutorials that help you learn how to build a database by actually doing it You also get plenty of sound objective advice that lets you know which features are really useful and which ones you ll barely touch To make the most of FileMaker Pro 9 you need the book that should have been in the box 1-2-3 Tips, Tricks, and Traps Dick

Andersen,Bill Weil,1989 **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 engineering SEO techniques and AI copywriting that connects with both humans and search engines Choose the best free and paid AI tools for content production monetization and promotion It also tackles the creator mindset helping you shift from being a consumer to becoming a system builder Written in a friendly non technical and value driven tone this book is ideal for Content creators and solopreneurs Digital marketers and online business owners Employees looking to generate additional passive income Curious beginners exploring AI and automation for the first time This isn't a get rich quick manual It's a smart sustainable roadmap If you're ready to turn knowledge into assets and systems into income this book is your launchpad Welcome to a new era where AI works and you stay in control

Mac Tips and Tricks Caroline Bassett, 1994 Designed to help Mac users who need to get the job done but don't have the time or patience to wade through confusing manuals this book provides information at the point of need that is definitely user friendly Five hundred full color screen shots provide step by step instructions for every aspect of working with a Mac from system information to application usage

WordPerfect 5.1 Tips and Tricks Alan R. Neibauer, 1990 Focuses on tasks and advanced applications Topics are indexed and self contained Annotation copyrighted by Book News Inc Portland OR

WordPerfect Tips and Tricks Alan R. Neibauer, 1988

Learn Filemaker Pro 6 Jonathan Stars, Nonie Bernard, 2003 Learn FileMaker Pro 2002 for PC and Mac is designed to teach the fundamentals of this relational database program from the ground up to a reader who has little or no experience with the program FileMaker 2002 is the newest release of this very popular database which has rapidly become the most successful stand alone database software for the Windows platform This unique title includes essential information often missing from other books The new title is of value to more sophisticated users because of the inclusion of advanced material especially web related features SQL enhancements and record level security Readers obtain the fundamental elements of the subject in a friendly straightforward manner Stars addresses the subject with step by step instructions including hands on examples to reinforce the concept

WordPerfect 6.0 for Windows Slick Tricks Kay Yarborough Nelson, Mary Campbell, 1994 Designed to dramatically increase the speed and skills of post beginner and intermediate computer users Featuring short recipes for performing practical everyday tasks advanced tasks shortcuts and more

Machine Design, 2006

FileMaker Pro 4 Bible Steven A. Schwartz, 1998 Designed for the novice to intermediate database user the FileMaker Pro X Bible is a complete introduction to FileMaker Pro for Macintosh and Windows It thoroughly describes program features and capabilities in a step by step manner with illustrative screen shots and examples

WordPerfect Tips, Tricks, and Traps Charles O. Stewart, Daniel J. Rosenbaum, 1987 Hundreds of practical tips to help WordPerfect users avoid problems when designing creating editing formatting and printing a variety of documents

Lotus 1-2-3 Tips and Tricks Gene Weisskopf, 1990

Flash MX Design for TV and Video Janet Galore, Todd Kelsey, 2002-10-31 Includes perspectives from both traditional broadcast animators and seasoned Flash animators Provides information on pitfalls to avoid and where to find additional resources on Flash animation and television 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

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