## Adam Streiff

#### Receptionist

Phone 555-123-1234

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E-mail adam w.streiff@zetv.com

Twitter 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 Front Desk Receptionist
- 2017 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. Out costs 24%.
- 2013 Receptionist Assistant
  - 2014 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 Front Desk Assistant
  - 2013 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 Clemson University, B.A. English
  - 2012 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**

**Craig S. Rice** 

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