

# 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

**IM Harris**



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Top Secret Tips: How to Crush Federal Resumes joseph mercer,2020-03-15

## **How To Make Money From Home:**

**Cheats, Hacks, Hints, Tips, And Tricks To Help You Easily Make Money From Your Couch** Trevor Clinger,2024-12-29

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Wired Resume Guide, Version 2.0 Cengage South-Western,Tim Krause,1999-12

**The Complete Idiot's 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](#) David F. Noble, 2005 Professional resume writers from across North America and the English speaking world submitted thousands of sample resumes and only the very best made it into the Gallery of Best Resumes for People Without a Four Year Degree All are eye catching one of a kind resumes that will help you land more job interviews The Gallery includes examples of chronological functional combination and electronic resumes Book jacket **How to Make Your PhD Work** Thomas R. Coughlin, 2023-10-31 How to Make Your PhD Work A modern guide for a challenging modern PhD market The job market for PhDs in science and engineering has become immensely more challenging in the last decade As of 2022 less than 5% of PhDs attain permanent academic positions yet books about navigating PhD programs continue to treat permanent academic employment as the assumed norm Today's PhDs need tools not only for completing their programs successfully but for positioning themselves in a varied and competitive job market How to Make Your PhD Work meets this need with concrete empowering advice that takes account of modern job market challenges and opportunities It cuts through widespread misconceptions about STEM careers and funding offers tips for navigating difficult degree programs and supplies current or prospective PhDs with the tools to radically transform their post degree career prospects How to Make Your PhD Work readers will also find Detailed discussion of topics including postdoctoral fellowships nonacademic careers success in industry and more Twelve stories from PhD students who talk about their relationship with their advisor their success with their project and their transition into their careers Worksheets and case studies designed to help PhDs map out potential career paths An author with extensive experience of the nonacademic job market and a real understanding of the challenges STEM PhDs face How to Make Your PhD Work is ideal for any STEM PhD student prospective student or early career researcher looking to improve their positions in the job market

**Succeeding in Your Psychotherapy Practicum and Internship** Michael D. Reiter, Kayleigh Sabo, 2024-06-28 Succeeding in Your Psychotherapy Practicum and Internship is a book about what students can often expect from their psychotherapy internship and how they can make the most of their experience The book is written from two perspectives one that of a seasoned therapist professor and supervisor of therapy and two the perspective of a registered intern therapist who just went through the internship process Succeeding in Your Psychotherapy Practicum and Internship covers the basics of psychotherapy internships from the beginning stages of finding and starting at an internship site to navigating the common experiences at an internship to reflecting on therapeutic growth and the ending of an internship and much more Students will come away from this book with a deep understanding of each perspective one that will enhance their appreciation of the

practicalities and possibilities of their practicum and internship experiences      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 resumes evaluated by recruiters and career counseling professionals in a variety of fields and explains the documents strengths      **How to Write a Resume (Interview Tips and Job Interview Questions)** Richard Forbes, Resume Templates, Cover Letters, Sample Resumes, 2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume writers resume writer resume writers how to write resume resume writing write a resume resumes resume objective resume maker functional resume resume formats objective for resume how to build a resume resume outline curriculum vitae how to write a cv cv template cv format cv examples cv templates samples how to make a cv how to write cv writing a cv cv writing service cv resume      *The Resume Workbook* Carolyn F. Nutter, 1970      **Using PageMaker on the IBM** Diane Burns, Sharyn Venit, 1987 Numerous examples and step by step instructions teach the concepts and program operations for producing annual reports magazines ads newsletters business cards and even books      **The \$100,000 Resume** Craig S. Rice, 1998 The definitive guide to the special

requirements of the executive resume Cover      *Using PageMaker* Diane 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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## **Resume Template Tricks Introduction**

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