

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 Tips Tutorial

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Resume Template Tips Tutorial:

Whispering the Secrets of Language: An Mental Quest through **Resume Template Tips Tutorial**

In a digitally-driven world where screens reign great and instant interaction drowns out the subtleties of language, the profound secrets and emotional subtleties concealed within words usually get unheard. However, located within the pages of **Resume Template Tips Tutorial** a fascinating literary value pulsating with organic thoughts, lies an extraordinary journey waiting to be undertaken. Penned by a talented wordsmith, this marvelous opus encourages readers on an introspective trip, softly unraveling the veiled truths and profound impact resonating within ab muscles cloth of each and every word. Within the mental depths of this emotional evaluation, we shall embark upon a honest exploration of the book is core themes, dissect their captivating writing type, and fail to the effective resonance it evokes deep within the recesses of readers hearts.

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