

Adam Streiff

Receptionist

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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 - 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



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ML Yell



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Building the Looking-Glass Resume Larry Goldsmith,2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues

Landing a Job For Canadians For Dummies Dawn McCoy,2002-10-01 Finding a new job is an overwhelming prospect for most people no matter how many times you've done it or at what stage of your career you're in Especially in tough job markets when job seekers face tougher screening by recruiters it's crucial to stand out from the crowd in every way from your resume to your interview Whether you're looking for a job in Canada or outside the country the right strategy coupled with expert know how will give you the critical advantage to land your dream job Landing a Job For Canadians For Dummies is for everyone looking for a job Whether you're a newbie fresh out of university or a professional looking to change careers you'll discover how to find your ideal job and create a winning plan for getting it This user friendly guide helps you Decide on a career Develop a strong resume Write memorable cover letters Research jobs and companies Maximize networking skills Land a job Explore how you can use computers the Internet and e mail in conjunction with tried and true networking and follow ups to cast a discerning net that will catch the leads best suited to your skills and ambitions Landing a Job For Canadians For Dummies includes unique coverage of these and many more helpful topics including Three big questions you need to answer Basic tools for your job hunt Three dependable resume formats Anatomy of a cover letter The art of gentle persuasion Online job banks Ten big job hunting blunders Exploring other options Four steps to an inspired interview In today's competitive job market the way you present yourself to an employer is just as important as the skills and experience you bring to the table Arm yourself with the tools and strategies you need to find your dream job and put together the winning package resume cover letter and interview to land it

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Increasing automation Maximizing revenue The For Dummies series makes topics understandable and as such this book is written in an easily understood style that s perfect for anyone who seeks an introduction to a usually unforgiving topic

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Advances in Information Retrieval Leif Azzopardi,Benno Stein,Norbert Fuhr,Philipp Mayr,Claudia Hauff,Djoerd Hiemstra,2019-04-06 This two volume set LNCS 11437 and 11438 constitutes the refereed proceedings of the 41st European Conference on IR Research ECIR 2019 held in Cologne Germany in April 2019 The 48 full papers presented together with 2 keynote papers 44 short papers 8 demonstration papers 8 invited CLEF papers 11 doctoral consortium papers 4 workshop papers and 4 tutorials were carefully reviewed and selected from 365 submissions They were organized in topical sections named Modeling Relations Classification and Search Recommender Systems Graphs Query Analytics Representation Reproducibility Systems Reproducibility Application Neural IR Cross Lingual IR QA and Conversational Search Topic Modeling Metrics Image IR Short Papers Demonstration Papers CLEF Organizers Lab Track Doctoral Consortium Papers Workshops and Tutorials Best Career and Education Web Sites Rachel Singer Gordon,Anne Wolfinger,2004 The Internet

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planning 100 Subcategories Find exactly what you need fast Zero Experience Required Written for complete beginners
Topics Covered AI Art MidJourney Create stunning visuals Content Creation Marketing Write better content faster Business
Entrepreneurship Plan strategize and grow Freelancing Side Hustles Start earning with AI Education Learning Study
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