

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 Install

G Thomas



Resume Template Tips Install:

Enjoying the Tune of Expression: An Psychological Symphony within **Resume Template Tips Install**

In some sort of used by displays and the ceaseless chatter of immediate connection, the melodic splendor and emotional symphony developed by the published term frequently fade into the back ground, eclipsed by the constant noise and distractions that permeate our lives. But, nestled within the pages of **Resume Template Tips Install** a marvelous fictional value brimming with organic thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this interesting masterpiece conducts readers on a mental trip, skillfully unraveling the hidden melodies and profound influence resonating within each carefully constructed phrase. Within the depths of this emotional analysis, we can discover the book is central harmonies, analyze its enthralling writing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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