

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



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R Bogdan



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How to Get a Job in Europe Robert Sanborn,1993 Practical thorough and presented in an action oriented format this comprehensive guide for Americans interested in working in Europe shows how and where to get a job complete with 12 specific steps toward finding employment and over 2 500 names and numbers to contact It has been completely updated to reflect Europe s recent changes and lists new opportunities only now accessible **Microsoft Office 97 Unleashed** Paul McFedries,1996 Learn how to turn the Office suite into a fully integrated business powerhouse and Internet and Intranet publishing tool Topics include integration concepts the power of Word the versatility of Excel the organization of Access the presentation of PowerPoint and the integration of Outlook The CD contains sample spreadsheets databases projects templates and utilities *How to Get a Job If You're a Teenager* Cindy Pervola,Debby Hobgood,2000 A guide to preparing for and carrying out a successful job search including how to fill out an application and how to behave during an interview

Job Search and Graduate School Manual, Penn State Behrend ,2004 **How to Get a Job in the Pacific Rim** Robert Sanborn,Anderson Brandao,1992 A directory of some 2 000 employers in 20 countries Published by Surrey Books 230 East Ohio Street Suite 120 Chicago IL 60611 Annotation copyrighted by Book News Inc Portland OR 101 Best Resumes for Grads Jay A. Block,Michael Betrus,2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads How to Get a Job with a Cruise Line Mary Fallon Miller,1991

A Beginner's Guide To The Future Data Analyst's Jesun Ahmad Ushno,2025-02-15 In today s fast paced data driven world the demand for skilled data analysts is higher than ever A Beginner s Guide to The Future Data Analyst s is the ultimate resource for anyone eager to start a career in data analytics Written by Jesun Ahmad Ushno this book provides aspiring data analysts with a step by step guide to mastering the core skills tools and techniques that are essential for success in the field This practical guide covers everything from understanding the foundational concepts of data analysis to working with powerful tools like Python SQL and SPSS Whether you re just starting out or looking to refine your skills this book breaks down complex topics into easy to understand lessons with real world examples and hands on projects that will enhance your learning experience Inside you will find Step by step instructions on how to get started with data analytics tools like Python and SQL Hands on projects that allow you to apply your learning to real world data problems Tips on building a strong portfolio that showcases your skills and experience Practical advice on creating an impactful LinkedIn profile crafting an effective resume and preparing for data analytics job interviews Insights into career paths in data analytics the future of the industry and how to continuously grow in your career Through personal insights career guidance and technical know how this book equips you with everything you need to not only enter the field but to thrive in it If you re looking to make your mark as a data analyst A Beginner s Guide to The Future Data Analyst s is your roadmap to success Kansas Employability Skills Curriculum Guide ,1990 *Resumes for the Health Care Professional* Kim Marino,1993-01-21 A wealth of valuable

inside tips and tricks on creating a winning resume especially for the health care professional Resumes for the Health Care Professional contains over 100 samples of health care resumes including registered nurses technologists technicians therapists social workers and medical record technicians This no nonsense approach will help you prepare an impressive winning resume faster and easier than you ever thought possible This step by step guide provides Examples culled from the author s vast bank of health care resumes Cover letter and thank you letter samples A special section covering specific key health care jobs with full descriptions of each job 25 tough questions most often asked in a hospital interview with the kinds of answers the interviewer wants to hear 6 key questions you should ask the hospital interviewer Whether you re a health care professional returning to the work force changing careers or moving up or a recent graduate entering the health care industry this book is one of the best investments you ll ever make Best Resumes for Accountants and Financial Professionals Kim Marino,1994-02-16 The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes **Artist's Market** ,1989 *The Very Quick Job Search Instructor's Curriculum, Second Edition* J. Michael Farr,1996-02 *Not Just a Secretary* Jodie Berlin Morrow,Myrna Lebov,1984-04-10 Packed with savvy down to earth advice this practical career planning guide shows secretaries what they re doing right what they re doing wrong and what more they can do to maximize their career growth potential Helps secretaries identify their own special skills and the value of those skills in today s job market and shows how to apply them to their chosen career path Provides guidance on upward advancement changing careers and new approaches to the job interview Exposes the rules and games secretaries must contend with in the office environment Identifies five main behavioral styles associated with secretaries and shows how each affects one s promotability Includes actual case histories a sample time log and skills inventory **College Keyboarding Enhanced** Susie H. VanHuss,Duncan,Forde,Woo,1997 **Artist's Market, 1986** Diana L. Martin-Hoffman,1985-10 *Turning Points* Diane Elizabeth Ducat,2002 For undergraduate courses in Career Planning and Decision Making Helping students take charge of their professional future this action oriented handbook covers what every college student needs to know about making career choices searching for suitable internships and jobs and succeeding in the workplace of the 21st century Putting numerous activities for self assessment and research at the heart of the text it builds upon a sound theoretical framework that focuses on three major areas 1 searching for information exploration 2 setting your career direction decision making and 3 making your work experience count success in the workplace Journal of College Placement ,1981 Next-day Job Interview J. Michael Farr,2005 Got a job interview tomorrow Don t fret and sweat In less than an hour or so you can master the most important tips for succeeding in your interview and getting the job Career Focus Helene Martucci Lamarre,1998 This straightforward no nonsense revision of author Helene Lamarre s text is a comprehensive guide to successful job searching Career Focus Second Edition covers a

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