

# 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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**Julia Schneider**



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