

# 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

**Yi-Tong Ma**



## **Resume Template Tips Tutorial:**

**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

*Enterprise AI For Dummies* Zachary Jarvinen,2020-08-25 Master the application of artificial intelligence in your enterprise with the book series trusted by millions In Enterprise AI For Dummies author Zachary Jarvinen simplifies and explains to readers the complicated world of artificial intelligence for business Using practical examples concrete applications and straightforward prose the author breaks down the fundamental and advanced topics that form the core of business AI Written for executives managers employees consultants and students with an interest in the business applications of artificial intelligence Enterprise AI For Dummies demystifies the sometimes confusing topic of artificial intelligence No longer will you lag behind your colleagues and friends when discussing the benefits of AI and business The book includes discussions of AI applications including Streamlining business operations Improving decision making

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

Journal of Career Planning & Employment ,1990 *Reader's Digest 1,001 Computer Hints & Tips* Reader's Digest Editors,2001 Whether you re a PC novice or you re already familiar with certain aspects of your PC the book will help you get more from your PC It s packed with simple detailed explanations to help you expand your knowledge Macworld ,1991

**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 is loaded with information to help you find a job choose a school or learn about careers That s great if you know how to find what you re looking for But if you don t it s easy to get bogged down in information overload That s where this book comes in In this all new fourth edition we ve researched and reviewed the many thousands of career job search and education sites on the Web and include only the very best places for solid information and advice No more wading through site after site this book has already done all of the hard work for you Book jacket

**Job Hunters' Sourcebook** Amy Darga,2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches

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