

Chanchal Sharma

Office Manager

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4567 Main Street City, ST 98052

www.interestingsite.com

Experience

Office manager, *The Phone Company*

January 20XX - Current

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

Office manager, *Nod Publishing*

March 20XX – December 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

Office manager, *Southridge Video*

August 20XX – March 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be concise, targeting 3-5 key areas.

Education

Sep 20XX - May 20XX

Associate degree, H.R. Management, Bellows College

Skills

Project management
Organization

Data analysis
Problem-solving

Communication
Management