



Jordan Alexis

Dear Hiring Manager

Hello, my name is Jordan Alexis and I'm interested in filling your Office Administrator position. It may please you to know I have experience in:

- Someone with experience working and understanding an office setting
- With two years of experience with handling information for clients.
- Intermediate experience in using Microsoft Office.
- Excellent oral and verbal communication.
- Handling social media
- I'm Tech Savvy
- Sorting and filing information
- Experience with handling and proofing reading Docs/Timesheets

If you would like, I would love to talk more about my experiences within the field so that you can better access my background. Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Jordan Alexis



Brooklyn NY



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