



# Jordan Alexis

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## Dear Hiring Manager

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

- With two years of experience with handling information for clients
- Intermediate experience in using Microsoft Office
- Excellent oral and verbal communication
- Experience with entering data for an Event calendar
- Experience using Google Cloud Computing
- Experience handling a Social Media Account
- Shipping products to Customers
- Sorting and filing information
- Experience with handling and proofing reading Docs/Timesheets
- Keeping the front desk orderly
- I'm IT Savvy

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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