



# Jordan Alexis

---

## Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Administrative Support Assistant position. It may please you to know that I have experience in the following:

- With two years of experience with handling information for clients.
- Intermediate experience in using Microsoft Office and Google Suite.
- Excellent oral and verbal communication.
- Formatting data into an Electronic Database
- Experience using Cloud Computing
- Sorting and filing information electronically or in a filing system
- Transferring Data from Paper/Spoken to Electronic Database
- Preparing charts and graphs, writing reports, and presenting results.

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



6466258972



[alexisjordan842@gmail.com](mailto:alexisjordan842@gmail.com)  
[alexisjordan842@yahoo.com](mailto:alexisjordan842@yahoo.com)



[https://jordan721.github.io/Jordan\\_Alexis/](https://jordan721.github.io/Jordan_Alexis/)  
<https://www.linkedin.com/in/jordan-alexis-799214175/>

