



Jordan Alexis

Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Front Desk Receptionist 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
- Answer and direct phone calls, taking messages when necessary
- Manage the front desk area, ensuring it is clean and organized
- Schedule appointments and maintain calendars
- 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



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