



Jordan Alexis

Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Data Entry Specialist/Student Services Intern 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
- Answering questions and addressing complaints
- Excellent oral and verbal communication
- Experience using Cloud Computing
- Experience addressing data inconsistencies by working with administrative staff to locate missing data.
- Sorting and filing information in an electronic Database
- Provide knowledgeable answers to questions about product, pricing, and availability

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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