



# Jordan Alexis

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## Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Operations Admin II 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/issues
- Excellent oral and verbal communication
- Experience with entering data into a database
- Experience using Google Cloud Computing
- Packing and Shipping products to Customers
- Sorting and filing information
- Scanning and Sorting packages for same-day or next-day delivery

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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