



# Jordan Alexis

---

## Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Secretary 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
- 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 proofreading Docs/Timesheets
- Keeping the front desk orderly

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/>

