

Are you looking for someone?

- Someone with experience working and understanding an office setting
- With two years of experience with handling and entering information for clients.
- Intermediate experience of using Microsoft Office.
- Excellent oral and verbal communication.
- Tech Savvy
- Experience with handling and proofing reading Docs/Timesheets.

If so, look no further than me, Jordan Alexis, someone who can handle the task of filling your position. Someone who can make sure that they keep up to date on all your clients or businesses, and make sure all of that information is up to date.

If you would like, 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