

Are you looking for someone?

- IT Savvy
- With two years of experience with handling information for clients.
- Intermediate experience of using Microsoft Office.
- Excellent oral and verbal communication.
- Experience with entering data for an Event calendar
- Experience using Google Cloud Computing

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