



Jordan Alexis

Dear Hiring Manager

My name is Jordan Alexis, and I'm interested in filling your Office Assistant 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 and Google Suite
- Excellent oral and verbal communication.
- Answering Inquiries and Solutions in a timely matter.
- Experience with entering data for an Event Calendar.
- Experience using Cloud Computing.
- Sorting and filing information into an Electronic Database.
- Scanning Papers and Parsing Through them in a timely matter.
- Experience with handling and proofreading Documents.
- Ability to multitask and prioritize tasks effectively.

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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