

Are you looking for someone?

- IT Savvy
- 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

Someone who can handle the task of filling your position. Someone who can keep up to date on all your clients or business information.

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