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|  | | |  | Jordan Alexis |
| Dear Hiring Manager Hello, my name is Jordan Alexis, and I’m interested in filling your Administrative 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.  • Formatting data into an Electronic Database  • Experience using Cloud Computing  • Experience with handling a social media account  • Organized and familiar with office procedures and requirements  • Sorting and filing information electronically or in a filing system  • Transferring Data from Paper/Spoken to Electronic Database  • Preparing charts and graphs, writing reports, and presenting results.  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 |
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|  |  | Brooklyn NY |
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