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|  | | |  | Jordan  Alexis |
| Dear Hiring Manager Hello, my name is Jordan Alexis and I’m interested in filling your Office Administrator position. It may please you to know I have experience in:  • Someone with experience working and understanding an office setting  • With two years of experience with handling information for clients.  • Intermediate experience in using Microsoft Office.  • Excellent oral and verbal communication.  • Handling social media  • I’m Tech Savvy  • Sorting and filing information  • Experience with handling and proofing reading Docs/Timesheets  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 |
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|  |  | Brooklyn NY |
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