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|  | | |  | Jordan Alexis |
| Dear Hiring Manager Hello, my name is Jordan Alexis and I’m interested in filling your Receptionist position. It may please you to know I have experience in:  • With two years of experience with handling information for clients  • Intermediate experience in using Microsoft Office  • Answering questions and addressing complaints  • 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  • Sorting and filing information  • Experience with handling and proofreading Docs/Timesheets  • Keeping the front desk orderly  • I’m IT Savvy  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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