|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | Jordan Alexis |
| Dear Hiring Manager Hello, my name is Jordan Alexis and I’m interested in filling your Secretary 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  • 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 |
|  |  | |
|  |  | Brooklyn NY |
|  |  | |
|  |  | 6466258972 |
|  |  | |
|  |  | [alexisjordan842@gmail.com](mailto:alexisjordan842@gmail.com)  [alexisjordan842@yahoo.com](mailto:alexisjordan842@yahoo.com) |
|  |  | |
|  |  | <https://jordan721.github.io/Jordan_Alexis/>  <https://www.linkedin.com/in/jordan-alexis-799214175/> |
|  |  | |  |