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|  | | |  | Jordan  Alexis |
| Dear Hiring Manager My name is Jordan Alexis, and I’m interested in filling your Office 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.  • Answering Inquiries and Solutions in a timely matter.  • Experience with entering data for an Event Calendar.  • Experience using Cloud Computing.  • Sorting and filing information into an Electronic Database.  • Scanning Papers and Parsing Through them in a timely matter.  • Experience with handling and proofreading Documents.  • Ability to multitask and prioritize tasks effectively.  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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|  |  | 6466258972 |
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|  |  | [alexisjordan842@gmail.com](mailto:alexisjordan842@gmail.com)  [alexisjordan842@yahoo.com](mailto:alexisjordan842@yahoo.com) |
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|  |  | <https://jordan721.github.io/Jordan_Alexis/>  <https://www.linkedin.com/in/jordan-alexis-799214175/> |
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