

Chanchal Sharma

OFFICE MANAGER

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(718) 555-0100

[LinkedIn profile](#)

EXPERIENCE

January 20xx - Current

Office manager, *The Phone Company*

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

March 20xx – December 20xx

Office manager, *Nod Publishing*

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

August 20xx – March 20xx

Office manager, *Southridge Video*

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be concise, targeting 3-5 key areas.

EDUCATION

Sep 20xx - May 20xx

Associate degree, H.R. Management, Bellows College

SKILLS

Project management

Organization

Data analysis

Problem-solving

Communication

Management