

# Chanchal Sharma

## OFFICE MANAGER

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chanchals@example.com

(718) 555-0100

[LinkedIn profile](#)

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## 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.

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## EDUCATION

Sep 20xx - May 20xx

**Associate degree**, H.R. Management, Bellows College

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## SKILLS

Project management  
Organization

Data analysis  
Problem-solving

Communication  
Management