**Chanchal Sharma**  
**Contact:** [**chanchals@example.com**](mailto:chanchals@example.com) | (718) 555–0100 | LinkedIn

**Experience:**

**Office Manager, The Phone Company**  
January 20xx - Current

* Summarized key responsibilities and accomplishments, using language from the specific job description.
* Managed office operations, ensuring efficiency and productivity.

**Office Manager, Nod Publishing**  
March 20xx – December 20xx

* Summarized key responsibilities and accomplishments, using job description language.
* Oversaw administrative tasks and supported staff.

**Office Manager, Southridge Video**  
August 20xx – March 20xx

* Summarized key responsibilities and accomplishments, using job description language.
* Coordinated office activities and maintained records.

**Education:**  
Associate degree, H.R. Management, Bellows College  
September 20xx - May 20xx

**Skills:**

* Project management
* Data analysis
* Communication
* Organization
* Problem-solving
* Management