

# Chanchal Sharma

## Office Manager

(718) 555-0100  
chanchals@example.com  
4567 Main Street City, ST 98052  
www.interestingsite.com

## Experience

### Office manager, *The Phone Company*

January 20XX - Current

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.

### Office manager, *Nod Publishing*

March 20XX – December 20XX

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

### Office manager, *Southridge Video*

August 20XX – March 20XX

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