Chanchal  
Sharma

OFFICE MANAGER

chanchals@example.com (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 Data analysis Communication

Organization Problem-solving Management