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 Data analysis Communication

Organization Problem-solving Management