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| Office Manager  Chanchal Sharma | | | |  | | |  | | |
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| Experience | | | January 2017 - 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 2009 - December 2016  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 2004 - March 2009  Office Manager Southridge Video  Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the job description. Be concise, targeting 3-5 key areas. | | | | | | |
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| Education September 2000 - May 2004  A.S. H.R. Management  University of Maple | |  | Skills Data analysis  Project management  Communication  Organization  Problem solving | |  | Interests This section is optional but can showcase the unique, intriguing, even fun side of who you are. | |  | Contact 4567 Main Street  City, State 98052  (718) 555–0100  [chanchals@example.com](mailto:ChanchalS@example.com)  linkedin.com/inchanchalsharma |

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| Office Manager  Chanchal Sharma | | | |  | | |  | | |
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