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| Office Manager  [Elizabeth Smith](https://www.resumeviking.com/templates/word/) | | | |  | | |  | | |
|  | | | **Objective** | | |
|  | | | State your career goals and show how they align with the job description you’re targeting. Be brief and keep it from sounding generic. Be yourself. | | |
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| 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. 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 Sept 20XX - May 20XX  A.S. H.R. Management  Glennwood University | |  | 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  smith@example.com |

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