

Jennie Cooper

Architecture

View the full portfolio at <http://www.thecreativefinder.com/jennietcooper>

Professional Experience and Curriculum Vitae

Hye, I am Jennie and I live in Littleton. I am working as a Front office manager and my responsibilities are to greet clients and set a positive office atmosphere, answer the phone, take messages, and redirect calls to appropriate offices. Organize and maintain files and records updated. I am creating a page on ????? ?????? and maintain also updated documents and spreadsheets.

Previous Clientele

Please kindly get in touch for more information.

Awards and Accolades

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