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| Office Manager [ElizabethSmith](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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| EducationSept 20XX - May 20XXA.S. H.R. Management Glennwood University  |  | SkillsData analysisProject managementCommunicationOrganizationProblem solving |  | InterestsThis section is optional but can showcase the unique, intriguing, even fun side of who you are.  |  | Contact4567 Main Street City, State 98052 (718) 555–0100 smith@example.com  |

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