



# I am a senior administration officer. I am Jenny.

Being an effective communicator and having good people skills are valued qualities in every role.

I provide administrative support which includes overseeing our office and pantry inventory and managing walk-in customers. With my frequent interaction with walk-in customers, I have to be able to think on my feet and ensure that our customers feel that they're in good hands whenever they visit our Chubb office.

My previous work experience in various industries exposed me to a diverse pool of personalities, equipping me with valuable social and communication skills.

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