

How To Make/Create a Report in Microsoft Word

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Employee Report Form

Name	Young, Maria	Birthday	February 1, 1985
Sex	Male	Age	37 years old
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Address	1100 Maryland Road, Jordan City, Arkansas, 71750		
Marital Status	Single	Highest Educational Attainment	College Graduate
Department	Quality Assurance	Supervisor	James Anderson
Current Position	Senior Analyst	Employment Status	Regular Employee
Months Worked in the Company	1 year and 3 months		
Awards Received (if any)	Top Performer of the Quarter 3 consecutive times (2019) Top Performer of the Year (2019) Highest Contribution Award (2019)		



How To Create A Report

A Loxley



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