

# Account Services Representative Cover Letter

91664 Harvey TraceHerzogton, ID 91868

**Dear Finley Stroman,**

Please consider me for the account services representative opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for oversight to the day-to-day operations managers of multiple client site locations providing Office Document Services by establishing and implementing standard procedures for team operations, with responsibility for the full spectrum of employee management, development and training.

Please consider my experience and qualifications for this position:

- Experience with Broadridge BPS back-office is preferred
- ASO contract knowledge
- College graduate in business/administration/industrial engineering or similar
- Previous experience in customer service field
- Experience with data management systems (excel, SAP, ) is ideal
- Verifies all Insurance documents and works with third party vendor when a mutual customer does not have updated records
- Proficiency in Word/Excel/Outlook, the Symposium call system, good comfort level adapting to new computer systems
- Strong working knowledge of Shaw, Lemans, FYI and AFS

**Thank you for taking your time to review my application.**

Sincerely,

Finley Pagac