

Academic Program Coordinator Cover Letter

60160 O'Conner CornerLake Malikmouth, IN 77260

Dear Landry Prohaska,

Please consider me for the academic program coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for exceptional interpersonal skills with the ability to work in a new, challenging and emerging direction within the University and the ability to solve practical problems and deal with a variety of concrete variables in constantly changing situations as necessary;.

Please consider my qualifications and experience:

- Manage recruitment efforts, promoting and publicizing the program through wide ranging venues including recruitment fairs, professional conferences, and colleges, which will involve travel
- Work with Berman Institute communications staff to coordinate program marketing and development of marketing materials evaluate the effectiveness of marketing initiatives and shift approaches accordingly
- Engage with partners regarding the Executive Education Program
- Manage teaching assistants for programs, including hiring, oversight, and evaluation processes scheduling teaching assignments
- Manage the Center's budget and program finances
- Coach entrepreneurs through launching new businesses
- Meet with clients, new startups, and existing businesses to build relationships and assist with financial planning
- Conduct program administration duties that include coordinating calendars

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Onyx Deckow