

Account Support Specialist Cover Letter

2669 Guillermina Highway
Port GeorGINaton, OH 42948-8165

Dear Dallas Walsh,

I am excited to be applying for the position of account support specialist. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for feedback and suggestions to the development of new software products & related to improving and offering new CIP Operations services.

Please consider my qualifications and experience:

- Action oriented & perseverance skills
- Complex investment concepts, practices, procedures and industry regulations related to Mutual Funds
- Intermediate mathematical skills including addition, subtraction, multiplication, division, percentages, fractions, averages and balancing sufficient to complete settlement
- Reconciling and correcting complex commission discrepancies
- Researching complex issues to provide timely, accurate, analytical and supportive responses to system or procedure changes
- Strong CRM skills to include Salesforce and Compass
- Research, analyze, and track customer call/claim inquiries brought to Client Service Executive from employers/brokers
- Provide education about programs and resources available as part of client's benefit plans

Thank you for your time and consideration.

Sincerely,

Stevie Batz