

# Admin Manager Cover Letter

99648 Schmeler Landing East Laraport, CA 69197-3820

**Dear Oakley Jacobi,**

I submit this application to express my sincere interest in the admin manager position.

Previously, I was responsible for assistance to all revenue generating departments to assure uniform application of the Charge Master in all areas, regulatory agency compliance and compliance to Dignity Health policies and procedures.

Please consider my experience and qualifications for this position:

- Accustomed to an environment that is fast-paced, with consideration to timely delivery
- Collaborative approach to business solutions
- Outstanding motivation and drive for team excellence
- Processes and procedures relating to RPL applications
- Manages Academic Planners and Academic Vetting (link with meeting qualification requirements) process and completeness in time for enrolment
- Collaboration with Academic Manager on roll over process
- Promotion or marketing related activities experience
- Program development and curriculum design knowledge

**Thank you for considering me to become a member of your team.**

Sincerely,

Onyx Willms