

Administration Specialist Cover Letter

947 Gorczany Pike Dickenshire, MT 41046-1863

Dear Haven Weimann,

Please consider me for the administration specialist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for instruction and clarification to new employees regarding college policies and procedures, and the completion of onboarding forms.

Please consider my qualifications and experience:

- Good analytical and good presentation skills
- Proficient in BPCS-LX, Microsoft Office, Microsoft Access
- Experience in mail migrations
- Airline industry work experience
- Experience managing website content management
- Extensive experience designing, building, implementing, managing and supporting database technologies in global enterprise environments with exposure to storage, compute and virtualization technologies
- Experience supporting Oracle Database 11g/12c in a Linux environment would be an asset, including any of Oracle RAC, Oracle RMAN, Oracle Enterprise Manager, DataGuard, Automatic Storage Management
- Fully conversant with T-SQL and PL*SQL

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

Sincerely,

Dakota Kautzer