

Administrative Director Cover Letter

27195 Bartell VillageAbeport, ME 18100-5094

Dear Casey Hermiston,

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

In my previous role, I was responsible for insightful and value-added operational control analysis and reporting to peers in Operational Control and Client Operations.

Please consider my qualifications and experience:

- Knowledge of organization, operation and coordination of hospital activities acquired through clinical leadership experience related to program specialty
- Excellent consultative, collaboration and communication skills necessary to partner with KU, St
- Knowledge and experience administering complex budgets and short/long range goals and strategies
- Analytical abilities to develop, design, implement and evaluate systems and prepare analysis identifying critical concerns and recommending corrective action and to develop and administer policies, and budgets and oversee work of others
- Strong background and experience with organizations and regulatory groups such as but not limited to
- Experience in managing calendars and setting up WebEx calls/meetings
- Models professional behavior, and values being a mentor to students and staff
- Strong commitment to the ethical guidelines and welfare of animals used in research

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

Sincerely,