

Administrative & Program Specialist Cover Letter

73045 Macejkovic HighwayNorth Juliusside, NV 08909-7756

Dear Lennon Jaskolski,

In response to your job posting for administrative & program specialist, I am including this letter and my resume for your review.

In my previous role, I was responsible for information to faculty and staff on government restrictions and regulations and University policies and procedures related to purchasing.

My experience is an excellent fit for the list of requirements in this job:

- Able to work with little or no supervision and to exercise good judgement and discretion in the performance of all work assignments
- Experience with development of presentation materials and data management
- Knowledge of and experience with SAP/IRIS or similar finance system
- Excellent time management and coordination skills are needed to maintain a high level of accuracy while coordinating projects and processes, and multiple calendars, schedules and meetings
- Experience with databases, Microsoft Word, and Microsoft Excel
- Experience supporting advisory boards, committees, executive management, or similar type of entities
- Familiarity with reimbursement and expenditure request processes, preferably in public sector employment
- Working knowledge of Excel at an intermediate to high level

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

Sincerely,

Emerson Cronin