

# Administrative & Program Specialist Cover Letter

79089 Inga HarborSouth Jeromechester, MO 55684-2227

**Dear Emerson Koss,**

I would like to submit my application for the administrative & program specialist opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for search committee management and oversee the coordination of scheduling interview and related recruitment events, travel arrangements, and other associated details;

Please consider my qualifications and experience:

- Working knowledge of methods and techniques used in collecting, compiling, and organizing data and information, working knowledge of procurement practices and techniques
- Advanced experience compiling, tracking, monitoring, resolving, and reporting complex data and results with advanced organizational skills and experience working under minimal supervision, in a multitask environment of rapidly changing priorities, deadlines, and frequent interruptions
- Demonstrated advanced customer service skills and advanced written and verbal communication skills to interact effectively with a diverse workforce and represent the Division and Program Office with all levels of management, internal and external to LLNL
- Knowledge and understanding of Global Security's and the Laboratory's policies and procedures
- Demonstrated experience in working as part of a team, independently
- Knowledge of and experience in delivering tutoring and academic support services to SF State's diverse student body, including first-generation and underrepresented students
- Skill in performing a variety of clerical functions at a technical or
- Secretarial support level requiring decision-making within established laws, rules, policies and procedures

Sincerely,

Hayden Zemlak