

# Administrative Support Associate Cover Letter

55830 Roma RadialShawanaside, AZ 26573-0410

**Dear Shae Legros,**

I submit this application to express my sincere interest in the administrative support associate position.

Previously, I was responsible for a comprehensive and confidential secretarial service including word documents editing and formatting, data processing;.

Please consider my qualifications and experience:

- Review and approve/reject employee trading requests via internal firm system
- Monitor employee trading activities by keeping records of trading, requests/approvals, compliance forms and employee account statements
- Communicate with other broker-dealers to request or stop receipt of duplicate account statements and trade confirmations as appropriate
- Manage regular and ad-hoc report or documentation requests
- Support regulatory exams by providing necessary documentation to auditors and examiners
- Performs various administrative duties in support of the department under direct supervision, to include mail distribution, invoice processing, inventory and supply control and restocking, scheduling activities, general clerical work and phone support
- Maintains basic spreadsheets, reports, logs and process documents
- Collects data and generates management information reports

**Thank you for taking your time to review my application.**

Sincerely,

Lennox Oberbrunner