

# Airport Operations Cover Letter

61427 McCullough SpringsBlancheberg, KY 96829-1187

**Dear Stevie Hirthe,**

I would like to submit my application for the airport operations opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance to DS Branches and Managed Solutions Group related to operations, audit, internal controls considerations associated with Fee Billing products.

Please consider my experience and qualifications for this position:

- Strong working knowledge and proficient usage of Microsoft Office products (Outlook/Excel/PowerPoint) and applications
- Working knowledge of Navitaire, NetTracer, Regulated (ACAA, Hazmat Recognition, Security SPS, and OSHA) Exit Seating, Carry On Baggage and Ground Security Coordinator
- Knowledge of AO Business Office Applications
- Strong business and data analysis skills and strong attention to detail
- Assist Manager, Airport Operations Performance, as needed
- Previous schedule design and zone management
- Strong knowledge of operations including the day-to-day operation of maintenance, service, quality equipment and housekeeping functions
- OSHA, EPA, ServSafe and other regulatory training and experience are preferred

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Drew Bergnaum