

# Airport Operations Cover Letter

3973 Marquardt Curve New Omarburgh, OH 74885

**Dear Blake Smitham,**

In response to your job posting for airport operations, I am including this letter and my resume for your review.

Previously, I was responsible for financial oversight for station level Airport Operations expenses – assuring targets are met.

Please consider my qualifications and experience:

- Proficient in the areas of gathering and documenting requirements, developing use cases and test cases, process mapping, and developing data flow diagrams
- Proficient in multi-tasking, analytical thinking, and problem solving
- Experience with implementing and supporting complex integrated applications
- Strong knowledge of software development life cycle and methodologies/techniques such as waterfall or agile/scrum
- Intermediate level of competency with productivity and collaboration tools such as MS Office, MS Project, MS SharePoint and process mapping tools such as Visio
- A background in Quantity Surveying preferred but not essential
- Proficiency with Microsoft Office products and knowledge of data collection, analytics
- Thorough knowledge of all aspects of passenger and ramp operation

**Thank you for your time and consideration.**

Sincerely,

Rory Fay