

# Central Office Cover Letter

6193 Jacobson LocksHaleyhaven, PA 18459-5532

**Dear Justice Friesen,**

I submit this application to express my sincere interest in the central office position.

Previously, I was responsible for information to support data collection efforts related to the evaluation of the effectiveness of programs, courses, and/or advising materials, policies and procedures, and students/advisor interactions.

Please consider my experience and qualifications for this position:

- Ensure the on-going alignment with business requirements
- Microsoft Office products, Word, Excel, PowerPoint, Outlook
- Experience with Provider Based Billing strongly preferred
- Comfortable with Microsoft Excel Functions and experienced in data analysis in Excel and willing to become an expert/super user in the Athena Health Practice Management Platform
- Strong technology skills in a Windows environment, including knowledge of Microsoft Office, Excel, PowerPoint
- Experience using the Statewide Learning Management System (SLMS) as a Learner, Manager, and/or Administrator
- Process visa applications and renewals for new hires and current staff as needed for assigned departments
- Organization & Project Management – Keeps track of upcoming, ongoing, and prior work product

**Thank you for considering me to become a member of your team.**

Sincerely,

Tatum Larkin