

CIB-Executive Administrative Assistant Cover Letter

256 D'Amore FallRunolfsdottirport, OR 85422-0534

Dear Emery Gutkowski,

In response to your job posting for cib-executive administrative assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for support to the Executive Assistant around calendaring, travel, expenses and local CTO teams general onsite assistance.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Phone coverage, professionally fielding phone calls and redirecting as appropriate
- Management of expense processing through Concur, reimbursement, account reconciliations
- General administration duties (Room bookings, filing, photocopying)
- Manage and execute on ad hoc projects as requested
- Strong proficiency in Microsoft Office, especially Outlook
- Strong inter-personal and partnership skills, develop relationships with peers, clients, bankers, product partners
- Open to adjusted and/or new responsibilities at any time

Thank you for your time and consideration.

Sincerely,

Dylan Lemke