

CIB-Executive Administrative Assistant Cover Letter

130 Treutel KeysAbshiremouth, WV 97597

Dear Landry Koss,

Please consider me for the cib-executive administrative assistant opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for administrative support to the Chief Compliance Officer including coordinating all travel arrangements, manage calendar and organize/coordinate internal and external meetings, correspondence and expenses.

Please consider my qualifications and experience:

- Team playing, approachable and positive attitude
- Commitment and flexibility to work extra-time if needed
- Advanced/Proactive management of a complex global calendar, including swift setup of external/internal meetings and timely production of meeting materials
- Coordinate domestic and global meetings, conference calls, telepresence set up - internally and externally
- Manage expense processing through Concur
- Assist with overflow, special projects and peer back-up coverage
- Assist with various business management related projects
- Advanced/Proactive management of an executive global calendar

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

Sincerely,

Lennox Huel