

CIB-Executive Administrative Assistant Cover Letter

9308 Everett Cove Brittaniberg, NV 66448-9169

Dear Alexis Leannon,

I submit this application to express my sincere interest in the cib-executive administrative assistant position.

In my previous role, I was responsible for daily administrative support to the VPs including: Travel arrangements (making arrangements, creating itineraries and submitting expenses), appointment scheduling, word processing, correspondence, answering telephones, maintaining filing system.

Please consider my qualifications and experience:

- Support the group on special projects identified by senior managers of JPMC
- Analyze information, formulate and test hypotheses, execute creative analyses
- Provide insights to identify issues and develop and communicate recommendations
- System functionality expert - utilize internal systems (OMD)
- Management of expense processing through Concur, reimbursement and monthly account reconciliations
- Recurring meeting coordination
- Conference Event Planning Skills – Organize, gather and enter details for upcoming line of business events, Town Halls / trips / meetings / activities / group collaborations
- Proactive calendar management, facilitating swift set-up of meetings and timely production of materials

Thank you for your time and consideration.

Sincerely,

Blake Quitzon