

# Contract Assistant Cover Letter

90833 Orn CourtNorth Marianne, OH 61961-7841

**Dear Tatum Homenick,**

I would like to submit my application for the contract assistant opening. Please accept this letter and the attached resume.

Previously, I was responsible for support for financial management of the directors?including conducting budget transfers, vendor contract management and communication with University Procurement.

Please consider my qualifications and experience:

- Maintain accuracy / enter listing documents at in customer systems
- Duties include, but are not restricted to, answering phones, conveying messages, running errands, opening and routing incoming mail, preparing outgoing mail, copying, faxing and/or filing, writing, typing, preparing, issuing, and sending out a variety of correspondence, reports, receipts, bills, policies, invoices, statements
- Schedules and organizes complex meetings, conference calls, and training sessions
- Arranges detailed travel plans and itineraries
- Basic knowledge of practices and procedures of the department / function
- Proficient at interacting with all levels of individuals and employees, including but not limited to Board Members, shareholders and prospective shareholders, executives, management and employees
- Producing monthly financial/contract reports in readiness for submission attending financial and contract reviews
- Familiar with MS office (Excel / word/ Power Point)

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

Sincerely,

Haven Satterfield