

Coordinator, Administrative Cover Letter

67934 Joaquin GlensLake Odettechester, NM 24646

Dear Skyler O'Reilly,

I am excited to be applying for the position of coordinator, administrative. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for assistance to Graduate Program Directors, faculty & staff across all schools/colleges/administrative offices regarding admission practices, University policies, and complex, non-routine questions.

Please consider my qualifications and experience:

- Enrollment in post-secondary program- Office Admin or similar is preferred
- AS400 is preferred
- Previous experience within the transportation industry is preferred
- Senior level administrative experience in support of an agency or department head
- Experience in planning meetings and or handling event logistics
- Experience in higher education and/or non-profit fundraising highly desirable
- Experience with web updates using Cascade or other comparable program
- Experience with event coordination, planning and making travel arrangements

I really appreciate you taking the time to review my application for the position of coordinator, administrative.

Sincerely,

Marion Kohler