

# Coordinator, Administrative Cover Letter

2076 Crist Stream North Derickstad, TN 95629-8440

**Dear Zion Torp,**

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 administrative & clerical support for University Chaplain & Assistant Chaplain of the Office of the Chaplain; manage the operation of PeopleSoft budget system for University Chaplain & Assistant Chaplain; organize Google docs, fulfill paperwork, assist with worship services, other events & meetings, etc.

Please consider my qualifications and experience:

- Ability to read a wine label
- Ordering wines online or from internal ordering system / recognize codes, similarities, differences
- Finding images and formatting for PowerPoint or other
- PowerPoint animations
- Wine inventory
- Bachelor in Business Management & accounting or equivalent certificates
- Experience secretary job
- English speaking and written

**Thank you for taking your time to review my application.**

Sincerely,

Baylor Farrell