

Customer Relations Coordinator Cover Letter

41155 John InletGleasonhaven, AZ 87732-2574

Dear Morgan Krajcik,

In response to your job posting for customer relations coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for administrative support to include communication with caretakers, camp preparation, documentation of processes and procedures, and with the annual inventory process.

My experience is an excellent fit for the list of requirements in this job:

- Assesses the level of patient (both inpatient and outpatient) and physician satisfaction with the hospital/medical center service through visiting and assisting patients & physicians
- Identifies and resolves problems related to hospital/ medical center service and care on a daily basis
- Investigates patient problems and/or complaints concerning inappropriate hospital charge adjustments
- Develops and implements Medical Center wide policies and procedures related to state and federal patient rights and grievance standards
- Expert level knowledge of the product complaints handling system
- Demonstrate experience in taking initiative and being a self-starter in day-to-day responsibilities working through changing priorities
- Knowledgeable of Administrative and Customer Care best practices
- Long periods computer and telephone use

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

Sincerely,

Rowan Runolfsdottir