

Customer Support Administrator Cover Letter

61097 Hilde RueNorth Rodger, TN 58971-4016

Dear Brooklyn Bernhard,

I would like to submit my application for the customer support administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for general input on appropriate Active Directory Group Policy for securing and configuring Windows clients and applications.

Please consider my experience and qualifications for this position:

- Understands third party benefits and administration
- Project management experience with internal and external customers
- Proficient in Microsoft Applications Word, Excel, Outlook, and Powerpoint
- Knowledge of VmWare and Hyper-V technologies is highly desirable
- Knowledge of the DAP process is highly desirable
- Knowledge of NMCI and CANES is highly desirable
- General administrative support to the Program Management Office
- Key point of contact for customer queries including but not limited to invoicing, Service order status and Reporting

Thank you for your time and consideration.

Sincerely,

Parker Conn