

Education Program Coordinator Cover Letter

323 Sanford Club East Seanview, IL 35230

Dear Emery Herzog,

Please consider me for the education program coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for administrative support to Education Specialist and Program Director including scheduling of student meetings, preparations of agenda, recording and maintain meeting minutes, and development of reports.

Please consider my experience and qualifications for this position:

- Good assessment and planning skills
- Experience with Higher Reach, Blackboard and Adobe Connect preferred
- Accepts responsibility for task completion in a timely manner
- Works a varied schedule to accommodate the needs of the program
- Plan and execute School of Applied and Interdisciplinary Studies events
- Schedule future student campus visits, track student status, create reports
- Possess superior skills and proficiency in PowerPoint, Word, and Excel programs calendar and project management tools
- Able to develop quickly, a detailed knowledge of the university's policies and procedures

Thank you for taking your time to review my application.

Sincerely,

Finley O'Kon