

Executive Associate Cover Letter

9117 Barrows UnionsSouth Ferminbury, MN 97859

Dear River Metz,

In response to your job posting for executive associate, I am including this letter and my resume for your review.

Previously, I was responsible for daily support to the Sales teams and clients handling their inquiries, troubleshoot problems, or explain business processes / systems usage in the local language.

Please consider my qualifications and experience:

- Well organized, professional, collaborative, highly productive, and provides high quality work with attention to detail
- Proficient in computer applications and software such as Microsoft Office (Outlook, Word, Excel, PowerPoint), Concur, SharePoint and WorkDay, and is able to learn new tools and processes in an ever-evolving work environment
- Will learn BMS systems and processes such as Concur travel and T&E, purchasing systems (including Ariba/SAP), e-Time, Room Scheduler, Meeting set-ups including Skype
- Able to multi-task, proactive in prioritizing competing demands and requests, able to adjust or change priorities while remaining focused, and escalate issues rapidly when necessary
- Strong in working collaboratively with other administrative assistants/external partners, colleagues at all levels, within the department and across functions
- Experience in Legal, Compliance & Ethics or related role within a Biotech, pharmaceutical organization preferred
- In-depth knowledge of Microsoft Suite and SharePoint
- Experience in Travel and Expense - Ariba and SAP preferred

Thank you for your time and consideration.

Sincerely,