

Executive Support Cover Letter

917 Howell Wall Leishafort, MT 84855-3519

Dear Casey Dach,

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

Previously, I was responsible for leadership, vision and guidance to Skanska USA IT support organization comprised of IT Help Desk, Field Services, ITSM process, platform administration, and technical change management;.

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

- To research available content and packages for Sales using BBCW systems iNFOcentre, SPS, OLC, MediaMaestro and to ensure all programmes are clear and available for Sale for appropriate platform in the territory with confirmed clearance cost information
- To administrate the Sales Order process working with the Account Executives on signature and processing of Deal Memos, issuing and signature of standard and non-standard contracts, processing of Sales Orders on SPS, SAP SD
- To manage the diaries of the Account Executives when possible
- A consistent willingness to learn
- Experience with Windows servers - beneficial
- Background in sales support for a retail or channel based environment, experience in dealing with sales teams
- Quantitative measurement skills
- Audio/Video systems experience

I really appreciate you taking the time to review my application for the position of executive support.

Sincerely,

Briar Goodwin