

# Global Travel Services Cover Letter

443 Olive River East Nohemitown, MS 13305-7061

**Dear Lennox Ortiz,**

I would like to submit my application for the global travel services opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for administrative support to SVP, Global Programming including managing calendars, scheduling and coordinating meetings, arranging domestic and international travel, etc.

Please consider my qualifications and experience:

- Experience working with and managing substantial category spend
- Proven record of driving cost savings throughout an organization
- Knowledge and application of training design and development and project management skills
- Advance Proficiency using instructional design tools – Articulate Storyline, Adobe eLearning Suite and Master Collection, Camtasia, Captivate, Photoshop, Illustrator, Macromedia Flash, and Premier Pro
- Experience developing content for global multi-lingual audiences
- Experience in designing and developing comprehensive programs and evaluation plans that incorporate adult education principles, experiential learning techniques and demonstrates impact on key business metrics
- Proficiency in Excel reporting and PowerPoint creation
- Adaptable and comfortable working under ambiguous and/or changing circumstances

**Thank you for considering me to become a member of your team.**

Sincerely,

Tatum Buckridge