

Global Travel Cover Letter

450 DuBuque KnollsVanfurt, AK 10324

Dear Indigo Schneider,

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

In my previous role, I was responsible for training for users regarding travel procedures, policies, and related T&E systems.

Please consider my qualifications and experience:

- Work experience within Marketing or Branding
- Compliance or audit experience working in a broad Control function in mid-size or large institutions is highly preferred
- Strong interpersonal skills necessary to communicate with all levels of the organization and business partners
- Proactive, results oriented and self-driven
- Strong computer knowledge including excellent MS Word, Excel, and PowerPoint skills
- Owns the Travel and Expenses claims process – covers the areas of process design (Operation Country, Shared Service Center design & system), process fixes, reporting and improvement of productivity and process KPI's, design, test and implement process improvements
- Establishes and executes plans that drive Travel and Expenses claims process performance & optimization in the Operation Country
- Works closely with Global Process Owner Account Payable to ensure high compliance

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Tyler Trantow