

Implementation Associate Cover Letter

3920 Tremblay Causeway Smithmouth, IA 87992

Dear Sutton Feil,

Please consider me for the implementation associate opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for customer service and operational support for all Treasury Management products and services, including addressing general inquiries, problem resolution, research and all functions associated with servicing existing Treasury Management clients, sales associates and all other bank colleagues.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Solid knowledge in the use of Microsoft tools (Word, Excel, PowerPoint)
- Previous experience managing project management staff
- High integrity with a reputation of a trusted advisor and partner
- Experience in IT support is a bonus
- Self-Initiative and be pro-active
- Attention to details and challenge issues when problem arises
- Strong understanding of the GCP Commercial Card systems, and MIS tools Ø Knowledge of Corporate Services Procedures and WS (Card Operations Procedures) preferred
- Act as processing implementation specialist to customers' processing support staff

Thank you for your time and consideration.

Sincerely,

Haven Hammes