

Licensing Administrator Cover Letter

50596 Champlin MillsStefanburgh, NH 25530-2928

Dear Zion Hill,

I would like to submit my application for the licensing administrator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for licensing Weekly Update" email to Compliance and PDT regarding licensing status updates for new hires, transfers and termination.

Please consider my qualifications and experience:

- Proficiency with MS Office Suite, email, and the Internet (including web-based applications)
- Minimum of some previous Contracts Administration experience
- Excellent communication skills, capable of working seamlessly across markets, cultures and time zones
- Experience working in a corporate customer service oriented environment or industry (insurance, banking, ..)
- Proactive identification when license usage is not aligned to license entitlements
- Identifies and reports underperformance and development opportunities for improvement across contracts and suppliers
- Monitors compliance in accordance to terms and conditions
- Proactively managers risk and reward mechanisms in contracts

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

Sincerely,

Dakota Hane