

Licensing Administrator Cover Letter

53466 Boyer HollowMurrayshire, NM 00183

Dear Parker Zieme,

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

Previously, I was responsible for insurance carrier appointment support to ensure associated employees are properly appointed for insurance business.

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:

- Ensure the timely notification to relevant stakeholders of all contract renewals for GIS and IT operations
- Contract administration, including novations, NDAs and renewals that meet specified criteria
- Maintaining effective hard and soft copy filing systems for contracts
- Handling complete segments of a Department's administrative work without supervision
- Defining and rating all in scope vendors
- Collating reports and statistical information and creating reports within area of assigned activity
- Transactional purchase of low spend contracts, where an existing header agreement is in place
- Registration of all IT contracts in Zycus

Thank you for your time and consideration.

Sincerely,

Dakota Ferry