

Manager, Administration Cover Letter

88379 Darrick Mall East Adrianefort, PA 31588-0869

Dear Phoenix Trantow,

I am excited to be applying for the position of manager, administration. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for any additional support needed by senior management including, but not limited to, accounting research, financial analysis and other reporting deemed necessary.

My experience is an excellent fit for the list of requirements in this job:

- Recommend, interpret, and implement company and internal administrative policies and procedures
- Advanced knowledge of accounting practices
- Experience in work that requires diplomacy, discretion and confidentiality
- Experience in working independently working in a team environment
- Extensive experience and SME on RAC, RMAN, DataGuard
- Extensive Experience with Database troubleshooting and problem root cause analysis
- Shell/Perl scripting experience for databases on Linux
- Proven experience in managing IT Database Projects in an operations environment

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

Sincerely,

Riley Heidenreich