

Manager, Administration Cover Letter

44589 Alden PinesLymanside, SD 57807-1041

Dear Spencer Okuneva,

Please consider me for the manager, administration opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for input into contract negotiation strategies as it relates to the payment terms, system capabilities, and customers' data management.

Please consider my experience and qualifications for this position:

- Nonprofit management, governance of the Committees of the Board, including support to Staff and administrative coordination to Committee Members
- General Human Resources, including on-boarding, training, motivating, supervising and developing administrative employees
- Basic IT and telecommunications knowledge, with experience evaluating, recommending and implementing technology and other systems to create efficient processes and enhance quality in operational and / or administrative initiatives
- Advanced knowledge of MS Office Suite, and other applicable software
- Success in developing and managing budgets
- Experience in a technical sales environment
- Experience managing large-scale Windows environments - Experience working in Federal Government customer environments - Understanding of operating system security considerations
- Experience with patch/image deployment tools, such as SCCM, BigFix

Thank you for taking your time to review my application.

Sincerely,

Dylan Keebler