

Middle Office Operations Cover Letter

97582 Vertie SpursBernierburgh, OH 68293-7480

Dear Parker Balistreri,

I would like to submit my application for the middle office operations opening. Please accept this letter and the attached resume.

Previously, I was responsible for specialized operational expertise and insight relative to industry change, internal initiatives, product enhancements / additions and specific customer / transaction requirements or risk management issues specific to Global Wholesale Services.

Please consider my experience and qualifications for this position:

- Strong organization skills and rigorous
- Experience with Microsoft office applications, comfort with custom database environments, OMS/PMS environments, Advent Geneva (or similar hedge fund accounting system) an advantage
- Fluent in Japanese (preferably mother tongue) and English
- Able to work under pressure and tight delivery timeline
- Team player demonstrating strong team spirit
- Strong PC Skills including Microsoft Excel, Access, Word
- Proven experience in employee relations management
- Proven experience in client service management

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

Sincerely,

Parker Quitzon