

Portfolio Administrator Cover Letter

5145 Lind KeyNew Scott, WV 31062

Dear Casey Kris,

Please consider me for the portfolio administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for training documents to contractors for new products and services offered by Spectrum, policy changes that relate to installation.

Please consider my qualifications and experience:

- Previous knowledge of FundSettle/Bloomberg a distinct advantage
- Intermediate knowledge of MS Excel & MS Access (desirable)
- Achieved or working towards a relevant professional qualification
- Strong experience directly interacting with custodians
- Coordinative Lead and active member of the SIS Tool Support Team
- Training and ensuring usage of PPM processes & tools for all relevant SIS organizations
- Driving project related data consistency / quality checks and improvements
- Administration of the future Divisional Project and Portfolio Management Tool (PRIME)

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Max Skiles