

Portfolio Administrator Cover Letter

83777 Tommie HarborsHoneytown, KS 28957

Dear Jordan Hartmann,

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

In my previous role, I was responsible for system support and maintenance in alignment with standards and process set within the Services Delivery model, West policies and procedures as well as Regulatory requirements including but not limited to Sarbanes-Oxley and FDA GMP.

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:

- Representation of SIS within Divisional Change Management Team
- Active member of PPM Nxt / PRIME Divisional Deployment Team to ensure the operational readiness and successful rollout
- Demonstrable experience in technology and tools
- Demonstrate effective interpersonal and communications skills both verbal and written
- Good working knowledge of Google applications such as Googlesheets
- CFA enrollment and completion of CSC are preferred
- Previous knowledge of securities dealing, Fundsettle/Bloomberg would be an advantage
- Experience working with a cross-functional team in the areas of technology and operations disciplines

Thank you for your time and consideration.

Sincerely,

Robin Murazik