

Portfolio Administrator Cover Letter

9361 Lupe StravenueJustinton, KS 92649-2148

Dear Zion Hahn,

I submit this application to express my sincere interest in the portfolio administrator position.

In the previous role, I was responsible for training and guidance to faculty and staff on regulatory requirements, treatment of intellectual property, and university and college policies and procedures.

Please consider my qualifications and experience:

- Thorough knowledge of assigned functional area, including applicable systems, policies, procedures, and regulatory requirements
- Well-developed indenture interpretation abilities and analytical skills
- Basic knowledge of Wallstreet Office, SEI, and CDO Suite preferred
- Electra Reconciliation knowledge
- SBA knowledge
- Proficient computer skills – MS Office Suite (Outlook, Word, Excel, PowerPoint, Visio, Access)
- Understanding of technology (ie OS, database, app server, web server, network, firewall)
- Demonstrate a practical understanding of IT principles, concepts, measures, industry best practices and standards

Thank you for your time and consideration.

Sincerely,

Sawyer Waters