Portfolio Administrator Cover Letter

1631 Terry PortKuhnchester, CT 44329

Dear Dakota Paucek,

In response to your job posting for portfolio administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for first line response to identify students in crisis and refer to appropriate resources, as needed.

Please consider my qualifications and experience:

- Focus on Simple, Fast and East by analyzing our existing task/deliverables process notes and identify unproductive routines and ultimately achieve increase efficiencies in our day to day routines
- Create new client files/ set up new clients on
- Working technical knowledge of current database hardware, protocols, and standards
- Experience with Oracle database utilities such as RMAN, sql loader, exp, imp, data pump, RAC, Data Guard, Golden Gate etc
- Proficiency with partitioning, distributed transactions, materialized views/snapshots, etc
- Experience in installing and upgrading Oracle 11g / 12c databases
- Unix, Linux, and Windows OS background
- Skilled in Unix/Linux Shell Scripting

I really appreciate you taking the time to review my application for the position of portfolio administrator.

Sincerely,

Charlie Walsh