

Research Administrator Cover Letter

45307 Gusikowski Point Schinnermouth, TX 97565-3127

Dear Stevie Kuhlman,

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

In my previous role, I was responsible for oversight and supervision of the Research Integrity Administrator, the professional Animal Care facility staff, and helps to ensure that the animal care and use programs at UNE are in compliance with all external regulations and internal policies and procedures.

My experience is an excellent fit for the list of requirements in this job:

- Demonstrated knowledge of Microsoft Office Suite and comfortable working in computer data base systems
- Experience with Federal awards (NIH, NSF, DOD)
- Experience in post award management
- Experience providing project accounting
- Demonstrated knowledge of complex budget development
- Demonstrated knowledge of searching for funding opportunities
- Demonstrated knowledge of querying database systems
- Experience in collaboration

Thank you for considering me to become a member of your team.

Sincerely,

Alexis Veum