

Senior Office Administrator Cover Letter

3285 Torri Hill East Vincenzo, NH 98196-6188

Dear Armani Mills,

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

Previously, I was responsible for support to APAC Accounts Receivable function, assisting in cash collection efforts across the region to ensure cash flow targets are achieved.

Please consider my experience and qualifications for this position:

- Proven commercial experience in a busy results-focused environment
- Experience in the Publishing industry (desirable)
- Sound computer skills regarding MS Office including Word, Excel, Outlook and PowerPoint, and design programmes
- Work in shift mode 24/7
- Administer and maintain Exchange disaster recovery procedures and policies
- Experience configuring Microsoft failover cluster for lightly available applications
- Manage and support Exchange messaging system currently running on Client physical servers and VMware
- Manage and configure VMware clusters in multi data center

Thank you for taking your time to review my application.

Sincerely,

Phoenix Fahey