

Senior Office Administrator Cover Letter

637 Luetzgen RapidNew Reynaldobury, HI 48773

Dear Skyler Mante,

I am excited to be applying for the position of senior office administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for technical assistance to statewide field staff, criminal justice partners and stakeholders concerning sentence structure/release date calculations.

Please consider my experience and qualifications for this position:

- Assist Tier 1 with MaaS365 MDM troubleshooting when needed
- Track and close assigned Incidents and/or Service Requests
- Provide feedback for process improvement Maintains smooth operation of multi-user computer systems, including coordination with network engineers
- Certified VMWare – VCAP – Data Center Administrator or equivalent experience
- After hours support as scheduled or needed
- Experience with protocol and precedence
- Previous experience with procurement, accounts payable, inventory, budgeting & forecasting and contract administration
- Proficient knowledge and application of Microsoft Office Suite

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Peyton Hudson