

# Site Administrator Cover Letter

71380 Kymberly Road East Monique, OK 45594

**Dear Emerson Fay,**

Please consider me for the site administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for administrative support across various groups in the organization including operations, accounts payable and payroll from remote location.

Please consider my experience and qualifications for this position:

- Knowledge in project and change management
- Enjoys working under pressure and meeting tight deadlines
- Appreciation and understanding of the behaviors which assist and hinder the successful sharing of knowledge
- Willing to take ownership of issues and work collaboratively, or autonomously to find solution
- Excited and challenged by the pace and demands of a corporate environment
- Have a flexible approach to work and a commitment to delivering quality customer service
- Experience providing administrative support in either a construction or a service environment (Certificate IV in Business Administration or Diploma equivalent highly regarded)
- Experience in Desktop Services including managing multi-site Active Directory / Windows 7 or higher desktop environments, Windows Servers, and desktop management tools

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

Sincerely,

Phoenix Parker