

# Studio Coordinator Cover Letter

27704 Nienow PineGarlandside, SC 86723

**Dear Royal Schimmel,**

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

Previously, I was responsible for phone and in-person support to VIPs and general users in the areas of file servers, system anomalies, email, directories, standard Windows desktop applications and applications developed or deployed under this contractor or predecessors.

Please consider my qualifications and experience:

- Supply Chain / FW Development acumen to liaise effectively with Global FW developers & NIKEiD Factory partners in Asia
- Ensures NIKEiD Studio Member projects are loaded into NIKEiD Work Front and are updated consistently
- Willing to initiate tasks and perform duties without direction
- Valid driver's license and personal vehicle (to be used for business use only, mileage reimbursement offered)
- Familiar with Microsoft Office (namely Office & Excel), Google Office Suite
- Previous experience in supply chain operations preferred
- Understanding of image capture, production and post-production workflows
- Understanding of common industry tools and production practices

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

Sincerely,

Charlie Mueller