

Support & Admin Cover Letter

499 Hudson Inlet South Claudine, TN 06426-5294

Dear Tatum Rippin,

I would like to submit my application for the support & admin opening. Please accept this letter and the attached resume.

Previously, I was responsible for leadership for administrative outreach and tracking functions for the Office of the Dean of Students as related to Student of Concern, Medical Withdrawal, Dean Certifications and Student Conduct processes.

Please consider my experience and qualifications for this position:

- Effective in both independent and team working environments
- A basic knowledge of Health and Safety legislation with regards to Fire Safety, First Aid provision and the work environment
- Some knowledge of HR practice would be an advantage
- Complete transactional activities from within the OMNI work flow tools
- Report queue status and risks/escalations accordingly
- Help facilitate training for team members and new joiners as needed
- Ensure process documentation and procedures are complete and current
- Work overtime as needed to meet team, division, and department goals and objectives

Thank you for taking your time to review my application.

Sincerely,

Onyx Windler