

Team Coordinator Cover Letter

5481 Francisco Village Huelton, CO 28362

Dear Avery Armstrong,

I would like to submit my application for the team coordinator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for governance to Occupational Health Nurses, along with third party medical providers working in the health centre facilities.

Please consider my experience and qualifications for this position:

- Demonstrates knowledge and understanding of patient privacy rights
- Travel procurement for national and international travel
- Meeting scheduling and resource booking including team meetings / supplier meetings / external meetings
- Can prioritize work tasks with some oversight
- Aptitude to work independently and complete special projects
- Experience with Ariba software
- Knowledge of how to use and maintain a Sharepoint Site
- Willingness to learn and take on new tasks, while maintaining prior duties

Thank you for taking your time to review my application.

Sincerely,

Stevie Nitzsche