

Travel Coordinator Cover Letter

5535 Schroeder Landing West Isreal, NC 50199-3580

Dear Lennon Paucek,

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

In my previous role, I was responsible for travel related guidance to internal clients with regard to managing their travel reconciliation and/or updating groups on current travel related changes; serve as liaison with vendors on specific travel-related matters;.

Please consider my qualifications and experience:

- High Proficiency in the Microsoft office suite including Excel, PowerPoint and Word
- A passion and interest in the power of sports and/or entertainment
- Comfortable with 24-hour operations environment
- Worthy to hold a Temple Recommend
- High school graduate or higher education with relevant experience preferred
- Strong business sense and negotiation skills
- Coordinate and handle travel request for all employees and ensures compliance with corporate policy to include verifying authorization of all travel request for direct and indirect employees
- Communicate directly with Employees and assist them with processing their travel requests and/or expense reports

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

Sincerely,

Casey Heathcote