

Unit Support Cover Letter

155 Price CrescentMurphybury, VA 32042-9561

Dear Riley Bergstrom,

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

In the previous role, I was responsible for support services to employees with technical problems and information technology issues involving desktop, laptops, PDA or network services from local personnel or from employees using network remote access (VPN).

Please consider my qualifications and experience:

- Previous leadership experience such as a Clinician role or Unit Director preferred
- Pro-active attitude to foresee project risks and mitigate their effects (strong problem-solving skills)
- Notary public certification w/b provided if the incumbent is willing to accept the additional duties
- Previous experience as a Monitor Tech/Unit Secretary in an acute care setting preferred
- Current valid certification as a notary public is strongly preferred
- Experience with research on GBV, an asset
- Prior knowledge and experience of the UN system is an asset
- A high level of computer skills and computer-aided design (CAD) capabilities

Thank you for taking your time to review my application.

Sincerely,

Alexis Kemmer