

Work Coordinator Cover Letter

93166 Mante WalkLake Maximo, WY 31544-7360

Dear Drew Tromp,

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

Previously, I was responsible for oversight and coordination for all planning, scheduling and execution of routine, turnaround and outage maintenance work within the assigned work area.

Please consider my qualifications and experience:

- Ensure all work tasks are scheduled, coordinated and planned to ensure all key performance measures can be attained in Operations
- Continuous Improvement experience, change management skills, excellent analysis & synthesis
- Experience in processes and deployment activities, preferably procurement, excellent business acumen
- Excellent and proven record of teamwork, communication and organizational skills
- Available immediately, potential travel
- Industry approved classes such as IEA
- Ensure overall OSW planning and coordination with Logistics focusing on Supplier Work Party for OSW completion per plan
- Work with supplier to ensure no shortages on the line

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

Sincerely,

Zion Bradtke