

September 3,2020

Braun Northwest

Chehalis WA 98532

Human Services

Hiring Personal

I'm applying for the Administration Assistant- Project Coordinators. I will be submitting a formal resume. I wanted to get an application in for this position. I have worked for the public-school system for 10 years. I worked in the high school for the first 4 years providing support in the Special Education Department. I was responsible for documenting all communication between staff and parents, I worked in Excel and all other Microsoft programs. I was responsible for getting an updated communication with parents for various other programs in the school. I currently work at Centralia Middle School as an ISS/Detention Supervisor. My current job title I hold several job titles. I document all communications, schedule meetings, work with scheduling to making appointments with parents. I also have my Associates Degree and I plan continuing my education. I will provide a formal resume in the near future.

Thank you

Nicole Tisler