

TERI PINELLO

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Braun NW
150 Northstar Rd
Chehalis, WA 98532

Thank you for the opportunity to apply for the Administrative Assistant position at Braun NW. I am confident that I am a great fit for the position. With over 30 years of experience as an office professional, I will bring to the position a high level of integrity and ability to manage multiple concurrent projects. I am a quick study and able to handle the demands of a fast-paced work environment while maintaining the highest standards of quality.

My most recent position was the Business Manager at Boistfort Valley Water. This was a temporary assignment to analyze their bookkeeping process and procedures. After three months' time, I was able to accomplish the goal of bringing the accounting operations in compliance with state and federal statutes.

My previous employer, Windfall Lumber, is a small company of 40 people, in Tumwater. At Windfall I wore many hats. My hats include Office Manager/Bookkeeper, Human Resources, and Sales Administration. In addition to the daily operational tasks, I was part of the leadership team for the company.

I can hit the ground running, easily adapt to change, juggle multiple priorities for multiple people, and work independently as well as in a team environment. My computer skills are strong, using multiple platforms and software, including Office 365, QuickBooks, Salesforce CRM, Dropbox, Visio, Smartsheet and CrowsNest ERP.

I am a transplanted New Yorker, who moved to Washington state to enjoy the good life back in 2006. And a good life it has been. My interests include outdoor activities as well as quilting and knitting. I can honestly say I have never been bored a day in my life!

Please contact me at your convenience for additional information regarding my skills, strengths and how I can enhance the smooth operation of your organization at (360) 528-9817, or via email at teripinello@gmail.com.

Thank you for your consideration,

Teri Pinello