

12/01/2020

Dear Braun Northwest Hiring Manager:

I am immensely interested in your project coordinator position and would like to be considered for this employment opportunity. Over the years I have had the ability to learn and grow in various project creation roles.

In previous positions I would handle initial customer orders, verify prints & material needed, creating inspection reports, ordering & receiving goods, shipping documents and shipment scheduling. Any time there was an opportunity for growth or knowledge I would take it. Making sure customers both internal and external were handled with the utmost care. I have over 4 years of accumulated knowledge in a variety of planning styles and am able to quickly adapt from industry to industry.

I would almost always need to wear multiple hats during projects. Using proper tools and software made a huge difference in progress tracking. Anytime there was a setback I had a backup plan to make sure profit and quality was never lost. I also able created great working relationships with suppliers and vendors. If I needed anything I was able to get it pretty quickly. At any moment I had at least 6 jobs to oversee, which made the day go by fast. I loved every moment of planning new jobs; it was amazing to see things go from print to complete.

I feel that my accumulated background in project coordination would be a great asset to this role.

Thank you for your time and consideration. I hope to have the opportunity to discuss this opening with you in person.

Sincerely,

Nikita Roe