April M. Smith

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Hiring Manager

Braun NW

Chehalis, WA

Dear Hiring Manager:

I am submitting my resume for your consideration for the Project Coordinator position. With my considerable customer service experience, and dedication to my work, I believe I would make an excellent candidate for this position.

I have been with my current employer since September 2003. Over the past 19 years I have held multiple positions that have added to my skillset. In my previous position, I was a DSD Receiver for 12 years. I independently analyze; weighing the risks using my own judgement to make choices. I maintain organization and time management while under pressure. I am proficient at receiving and reconciling both invoices and accounts. I have built excellent working relationships with many vendors in the industry. I believe my many skills and experience would be an asset to Braun NW.. Please find a brief synopsis of my qualifications below.

**Highlights of my qualifications are:**

* Strong organizational skills, maintains accurate records and files.
* Detail oriented, researches discrepancies, matches invoices daily.
* Problem solving skills, reconciles accounts.
* Time management, works in a fast paced environment with several competing deadlines.
* Interpersonal and written communication, deescalates vendor/customer issues.
* Adapts to change quickly, coordinates unscheduled shipment deliveries.
* Invoicing & Receiving, ensures shipment and invoice accuracy.

Enclosed is my resume for your consideration. I am available for an interview at your convenience. I may be reached at (360) 324 9129 or via email at amsmith683@GMAIL.com. I look forward to hearing from you.