

ROXANNA MOORE

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Dallas, 2021-04-19

Kimberly Barnes
HR Manager
Yahoo!
3282 Stoney Lane
Dallas, Tx 75240

Dear Ms. Barnes,

I would like to express my sincere interest in the office coordinator position you have available. As an accomplished and enthusiastic professional with 3+ years of experience maintaining a workspace that promotes productivity, inclusivity, and creativity, I strongly believe that my skills and experience will allow me to contribute toward the success of your company.

My background includes providing excellent professional administrative and clerical service to colleagues and supervisors, and top-notch customer service to external and internal customers.

Some of my key responsibilities and accomplishments as office coordinator include:

Processed bi-weekly payroll for 80 employees, including labor reports and vacation and sick time requests.

Interviewed, hired, and trained 25 new employees.

Answered and maintained 6 phone lines and responded to emails with excellent customer service while ensuring clear and prompt communication among all constituents.

Maintained a 97% customer satisfaction rate.

Received the 2019 Office Coordinator Award of Excellence.

I am confident that my proven success in creating a welcoming office environment and handling all administrative tasks with accuracy and a commitment to quality will contribute immensely to your company's success.

Could we schedule an appointment to discuss how I can help your company reach its productivity, cost management, and efficiency goals?

Kind regards,
Roxanna Moore

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