

Elizabeth X. Kowalski

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Thank you for the opportunity to introduce myself. Experienced with the front desk position at Grainger in Tempe, Arizona and currently preparing myself to be a Computer Information Employee, I wanted to express my interest in this position. I believe this position will help me further my I.T. skills by providing resources and the program to experience all different areas of I.T. and an education of how a professional business operates. There are many reasons I would be able to excel in this position, namely my proven work ethic, my attendance, my passion to help others and motivate others including myself, my passion for computers and how they work, solving problems, and my ability to go above and beyond what is expected of me. The following examples consist of both my work, education, and volunteer experience:

- Customer Service at a retail store, Brigham Young University Bookstore
- Worked at Engineering Design Service Inc. inventorying their machine parts on Fishbowl Inventory application
- Created a handbook when it was not expected of me to help other temporary employees feel confident when they first walk in the door
- Skilled and proficient with using frontend and backend programming languages such as latest Microsoft Suite Software, Google Suite Software, Visual Studio, JavaScript, CSS, HTML5, and Python programming languages.
- Volunteered in an Internship project through the CIT Department by documenting code, creating PowerPoints, and completing small tasks from the group

I look forward to discussing in more detail my capabilities and qualifications

Sincerely,

Elizabeth Kowalski