

TRIONNA MORGAN-TOLBERT

Email Developer

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TO Whom It May Concern

01/26/22

Dear Hiring Manager,

Email Development is all about understanding automation and the compound methods of deliver-ability. Since working in my previous three positions, I have become tech-savvy, self-starting, and now possess the knowledge of HTML and CSS email specific languages.

My previous experiences include working with Microsoft Office programs, finding timely solutions to complex issues, keeping up with high demands in a fast-paced environment, and performing duties within a timely manner as assigned. In my most previous position, as a Operations Coordinator, I would have to prepare and process routine forms and documents, such as time sheets, requisitions, purchase orders, DVIR's, shipping labels, etc. I also worked closely with sales, warehouse, and receiving departments to obtain needed documentation and deliveries. Therefore, I now have a background in organization and acquire the ability to effectively communicate to all levels or departments within a company (including management).

I have enclosed a selection of highlights from my portfolio that I believe may be relevant to the campaigns I would be running with you. Every brand is different, but in many situations if one approach works for one brand it is likely to work for another. I attain the qualifying skills needed to carry out the job as described.

I'd love the opportunity of an interview to discuss giving me the chance to show you all that I am worth hiring!

Sincerely,

Trionna Morgan-Tolbert