

ANNA GOETZ



Business Support Coordinator

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CONTACT

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 https://annagtz2022.github.io/portfolio_bsc/

PERSONAL DETAILS

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

Please feel free to browse my portfolio.

https://annagtz2022.github.io/portfolio_bsc/



Dear Hiring Manager,

I am writing to express my keen interest in the Business Support Coordinator position at Statkraft. I am confident in my ability to deliver hands-on business support to the SVP Operations & Risk and the management team, drive internal projects, and identify opportunities for improvement based on my extensive experience in administrative and management support, customer service, and finance.

Throughout my professional journey, I have gained vast experience in various roles, including account management, client relationship building, cost-saving analysis, and operational efficiency. With a keen attention to detail, adaptability, strong communication, interpersonal, and analytical skills, and quick-learning abilities, I have excelled in navigating high-pressure and dynamic environments, even in challenging circumstances. Additionally, I can provide further details about my career decisions in a personal interview if desired.

In addition to my professional experience, I have also lived in Ukraine and Austria before moving to Norway in January 2022. This international exposure has enabled me to develop excellent communication skills and the ability to effectively collaborate with individuals from diverse backgrounds. I am adept at building trusted relationships and fostering positive connections with colleagues and stakeholders.

While my professional experience in Norway may be limited, I have gained valuable experience through volunteer work at the Embassy of Ukraine in the Kingdom of Norway and assisting in translating from English to Ukrainian for the Historical Museum. These experiences have further honed my language skills and meticulous attention to detail.

As a current holder of a residence card in Norway, I am genuinely excited about the opportunity to join Statkraft's team. Based on the responsibilities outlined in the job description, I believe my excellent communication skills, high degree of confidentiality and discretion with customer-focused attitude, and proficiency in the Microsoft Office package (including Outlook, PowerPoint, and Excel) make me well-prepared to fulfill the requirements and be a valuable asset to your team.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you.

Sincerely,

Anna Goetz