

ANNA GOETZ



Portfolio Officer

30 May 2023

CONTACT

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 https://annagtz2022.github.io/portfolio_pm/

PERSONAL DETAILS

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

You can find some of my projects in portfolio

https://annagtz2022.github.io/portfolio_pm/



Dear Hiring Manager,

I am thrilled to apply for the Portfolio Officer position at CEPI. With several years of experience in finance, management, and administrative support, as well as a background in economics, I have developed a unique skill set and gained expertise in conducting research, collecting, analyzing, and visualization data, and presenting accurate and concise findings to stakeholders.

I possess advanced knowledge of Excel and am currently expanding my skill set in Power BI, SQL, and Python. I am committed to staying up-to-date with the latest developments in this rapidly evolving field. These experiences, coupled with strong communication abilities, a proactive and can-do attitude, adaptability, genuine eagerness to learn, and a positive mindset, make me an excellent fit for your team.

Having lived in both Ukraine and Austria before moving to Norway in January 2022, I have developed a deep appreciation for different cultures and perspectives. My diverse background has equipped me with the skills to communicate effectively with people from various backgrounds and build strong relationships.

In addition to my professional experience, I have lived in Ukraine and Austria before moving to Norway in January 2022. This international exposure has enabled me to develop a deep appreciation for different cultures and perspectives and the ability to effectively collaborate with individuals from diverse backgrounds. I thrive on 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 cultivated a meticulous attention to detail.

Thank you for considering my application. While I may not have direct experience in this particular role, my varied work history has taught me the importance of adaptability and learning quickly on the job. I have consistently demonstrated a dedication to continuous learning and acquiring proficiency in various areas. With my strong passion for learning, effective communication skills, and aptitude for understanding and connecting with individuals from diverse cultures, I firmly believe that I would bring valuable assets to your team. I would be delighted to further discuss my qualifications with you.

Sincerely,

Anna Goetz