

To Whom it May Concern,

I am very interested in the position of Administrative Assistant at Colorado Mountain College. I have worked in higher education at several college access organizations and I have extensive experience working with budgets, tracking data and deadlines, organizing meetings, planning events and trips, etc. I do have a little experience with spanish having taken a few semesters recently and I work with primarily hispanic students at my current position. I have a passion for student success as well as professionalism and competency in any job I undertake. I am a strong collaborator and I have well developed verbal and written communication skills. Additionally I do have some experience in web development, particularly with CSS, HTML, Java, and Python (and a little JavaScript). I look forward to hearing from you, thank you so much for your consideration.

David Hackett
4170A Arsenal Street
Saint Louis, MO, 63116