

DARREN TRAN

CONTACT

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Tamika Singleton
Supervising Management Analyst
Employment Development Department
PO Box 826880, MIC 69
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Dear Ms. Singleton,

I am writing to express my sincere interest in the Associate Management Analyst position with the EDD. With a background in business coupled with experience in spreadsheet modeling and automation, I am confident in my ability to contribute effectively to your team.

In my previous role at LPL Financial, I played a pivotal role in implementing two new business processes for the Corporate Actions department after successfully leading and completing two process improvement projects. In addition to my experience, I bring a strong set of technical skills. I am proficient in using financial systems such as SAP and Tableau and programs such as Adobe and MS Teams. Moreover, I possess advanced Excel and Word skills. I am also a Linux aficionado and possess coding experience as well.

I am excited about the prospect of contributing to the Economic Development Department. My technical proficiency and business background makes me an ideal candidate for this role. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your organization in more detail.

Thank you for considering my application.

Sincerely,

Darren P. Tran