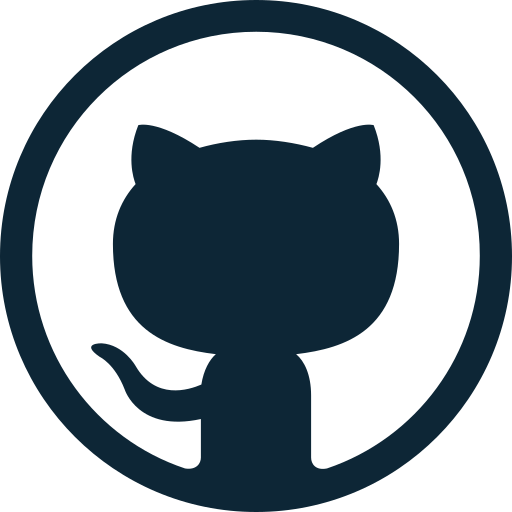
Former finance professional with an extensive business education and an inclination for innovation. An aspiring web developer extremely driven to demonstrate current capabilities and limitless potential. A diversified experience working with numbers and people reinforces innate ability to utilize both logical and creative sides of the brain.

Dear Leslie Gallagher,

I am writing to express my keen interest in the Associate Management Analyst position within your department. With my tech and customer service experience, combined with an extensive business background, I believe I possess the skills and experience necessary to excel in this role and contribute effectively to your team.

In my previous role, I performed a wide range of IT support tasks encompassing both hardware and software domains. From troubleshooting hardware issues to managing user accounts on Windows servers, I have honed my technical proficiency to ensure seamless operation of IT infrastructure. Additionally, my experience in on-site IT support, including PC setups, network installations, and printer configurations, has equipped me with the practical skills required to handle diverse challenges in a dynamic environment.

Moreover, my collaboration with a fellow developer to build a production-ready website underscores my ability to work effectively in a team environment and deliver high-quality results. I have experience in designing responsive web layouts, composing reusable React components, and ensuring an unparalleled user experience through face-to-face customer service interactions.

In terms of data analysis and reporting, I have a proven track record of conducting comprehensive inspections, producing weekly accounting reports, and spearheading process improvement projects that led to significant productivity gains within my department. These experiences have enabled me to analyze complex budgetary and organizational data, prepare in-depth reports, and present findings to upper management with clarity and precision.

Furthermore, I am adept at coordinating with stakeholders to develop long-range fiscal, operational, and administrative plans, as well as managing discretionary budgets effectively. My attention to detail and strong analytical skills make me well-suited to track and report on expenses related to division meetings and handle department permit refund requests efficiently.

I am particularly excited about the opportunity to bring my diverse skill set and experience to your team and contribute to the continued success of your organization. I am confident that my background aligns well with the requirements of the Associate Management Analyst role, and I am eager to discuss how my qualifications can meet your needs in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am available at your earliest convenience for an interview.

Respectfully,

Darren Tran

**DARREN TRAN**

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**LinkedIn**

**GitHub**

February 14, 2024

Leslie Gallagher

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