

María del Rosario Hurtado Ramos  
29A Wren Road. OX2 7SX.

**Oxford Professional Education Group**

*Summertown Pavilion  
Middleway  
Oxford  
OX2 7LG*

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Dear Sir/Madam

I wish to apply for the role of Student Services Executive currently being advertised on Daily Info. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 7 years' experience in the Student Services sector and over 7 years' experience teaching University student. I believe the knowledge and skills built up during this time make me the right candidate for the role.

Between 1998 and 2010 I worked as a data entry for 4 years, I worked as an IT support manager for over 4 years and lastly as a software deployer and tester (DevOps) for over 4 years. All within an academic environment.

As a data entry I successfully kept the Database of all academics in the Mathematics Division of my Campus as well as their groups and classes. As an IT support manager, I had a team of interns/students under me with which I managed the area of Graphic Design, which used only Macintosh equipment (G4 and G5, Mac OS X 10.2 to Mac OS X 10.4). As a tester I deployed and tested internal software used for admissions to Latin America's largest language centre and the second biggest worldwide. I also trained the final users of the software. Overall, I have a fair knowledge of Databases.

With my previous experience and expertise, I believe my contribution will have an immediate impact on the business at Oxford Professional Education Group.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

Maria Hurtado.

M: 07765 797 864.

E: [Rosario\\_hurtado@hotmail.com](mailto:Rosario_hurtado@hotmail.com)