María del Rosario Hurtado Ramos

29A Wren Road. OX2 7SX.

Dear Sir/Madam

I wish to apply for the role of Academic Office Assistant. 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 Servicessector 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 Lady Margaret Hall.

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)