

TIFFANY WHITE

Winnipeg, MB

204-330-5980

tiffanywhite377@gmail.com

CONSTRUCTION & TRADES PROFESSIONAL | PROJECT COORDINATION

October 5, 2022

Tiffany White

Dear Hiring Manager,

Re: Warranty Coordinator

I am a Creative and dynamic results-driven Construction and Trades Professional with diverse industry experience. Currently looking to expand my skills and experience within the industry and am intrigued by the Warranty Coordinator opportunity with Penn-Co. I have enclosed my resume to provide an overview of my achievements and qualifications for your review.

Creating, improving, and implementing projects to best support a business and their clients is what engages me. Seeing a problem and providing a successful solution provides me with job satisfaction. I am confident that I am an excellent fit for the Warranty Coordinator opportunity given my demonstrated experience effectively prioritizing and managing high volumes of work in a fast-paced environment while adhering to deadlines and leveraging technology systems. Moreover, I have a great passion for contributing to and supporting efficient organizational operations

Over the course of my career, I have leveraged my skills to meet and exceed expectations by gaining expertise in the following areas:

- Creating a safe, hard working environment to complete projects on a tight timeline
- Challenging myself to learn new skills to keep improving my knowledge in the construction trade
- Develop relationships with new clients to ensure a desired result is accomplished in a efficient and skillful manner

I have a strong spirit of collaboration and enjoy building and maintaining relationships within a team environment. I prosper in settings which are fast-paced, and I strive to consistently produce quality work while meeting organizational goals. I appreciate your time and consideration in reviewing my qualifications and look forward to learning more about this opportunity.

Sincerely,

Tiffany White