**TIFFANY WHITE** 204-330-5980

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**CUSTOMER RELATIONS | PROJECT COORDINATION**

April 5, 2023

Tiffany White

Dear Schinkel Properties

**Re: Property Management Assistant**

I am a Creative and dynamic results-driven Construction and Trades Professional with diverse industry experience. Currently looking to expand my skills and experience in the office administrative environment and am intrigued by the property management assistant opportunity. 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 property management assistant 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