

September 2, 2015

To Ms. Anastasiya Podunovich:

I am seeking a permanent full time position within Senior & Disabilities Services, and am highly interested in the Research Analyst I/II position you currently have posted on Workplace Alaska. As a Senior Service Technician I know the fast pace and how important it is to think on your feet to find ways to help the team progress and maintaining the professional manner while supporting different units.

I have been a Senior Service Technician at Senior & Disabilities Services for close to two years in the Provider Certification & Compliance Unit and 6 years as an Office Assistant I & II within the same Unit. Some of my regular duties are running reports in collaboration with RAU to provide information within our agency, as well as the public, writing and revising procedures and instruction to assist with training new and current staff members. This not only works for outside information but it allows for accurate information being sent in large mail merges to providers and clients.

I have also performed research on the reports to find various issues within the system in efforts to find solutions to a better-flowing information program. In combination to running and researching these reports I have been able to locate areas where data can be merged to reduce duplications in DS3 creating better data integrity.

Recently I have had the privilege to work with the RAU and ITS to modify the functionality of DS3 to include a link between the Provider agency record and contracted homes to increase visibility for our IDD waiver clients' service locations. I have also worked closely with the Juneau SharePoint team to edit and successfully generate Archiving RTLs with the correct information. This allows our support staff, division wide, to archive hard copy records more efficiently and rapidly. While working with these new systems I am readily available to support the division by becoming fully involved in documenting the upcoming Harmony system and building the many necessary reports by jumping in where I am needed with suggestions and help for anyone with questions or concerns.

As an organized and determined employee I believe I am the right fit for your unit, I would like an opportunity to work with you to further increase my analytical skills as well as the chance to grow with an outstanding team providing necessary information to our division as well as the public. I look forward to speaking with you; I can be reached at 907-707-5654 or at [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com).

Sincerely,

A handwritten signature in black ink that reads "Sue Darby". The signature is written in a cursive, flowing style.

Sue Darby