August 25, 2017

GCI

Olympic Center

701 W 36th Ave., Suite A3

Anchorage, AK 99503

Dear Christina Bloom:

You may be wondering why a Senior Services Technician is applying for a Data Analyst I position. I am a passionate data manager who is looking to transition away from public sector employment and looking for a new place to grow and spread roots. If so, please take a moment to review my qualifications. You'll see that I have the required skills to transition to a Data Analyst. I am ready for this career change and guarantee that my work will exceed your expectations. Here is how my experience and skills meet your requirements:

* **66% improvement** in data collection and overall processing time for compliance process
* **Implemented electronic records** request process to reduce costs by up to $200 per request
* **Identify process holes**, research and procure as well as maintain equipment and develop processes for team to track application materials
* **Implement** **processes** and controls for maximizing data quality and reporting via SharePoint
* **Report over 500 data issues** coordinating with Research and Analysis to correct records
* **Work within a team** to design, develop and maintain multiple SharePoint sites to track data including applications and file records division wide
* **Track and maintain unit’s supplies** ensuring enough items are available during spending freezes while staying under the unit’s set budget

I look forward to the opportunity to discuss my credentials and how my expertise can help GCI[2] . If you have any questions or would like more information about my qualifications, please feel free to call me at 907-707-5654 or email me at sue@sue-a-darby.com. Thank you for your consideration.

Respectfully,

Sue Darby

Enclosure: Resume