

Laura Collett

Mobile: +1 918-697-2038
Email: Collett@resumesbot.com
2718 Heather Sees Way, Tulsa, OK 74146

Kerri Bayer
Human Resources Manager
473 Hornor Avenue
Tulsa, OK, 74119
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Dear Kerri Bayer,

Having researched your company's activities, I was particularly impressed by the number and quality of services provided. I am attracted to working for you company as a case manager.

I am motivated and knowledgeable social services professional with over 10 years of experience working with various sectors and demographic groups.

My previous experience was related to providing direct support to optimize transaction processing efficiency by managing escalation, communication, and change log process between operations and developer team. Identify process inefficiencies and bottlenecks, resolve recurring technical issues, and document outcomes and results by reviewing operations team's key performance indicators. Analyze and approve SOPs, project plans, and business contracts to validate project scope and earn maximum satisfaction of client in delivery in iterative and agile environment.

Examples of my recent achievements are:

- Spearheaded the launch of a new automated transaction service to facilitate smooth execution of share buyout, tender offers, and claims for number of clients, including seller, buyer, third-party counsel, and advisory firms.
- Supported share buyout and tender offers by leading financial transaction process and deal flow management related to 10+ private M&A deals in activities, including reviewing fund flow files.
- Standardized and validated transactions data and project status reporting for high impact stakeholders.
- Played a key role in preparing technical details of proprietary web functions and delivering web demo sessions for potential clients to support business development efforts, resulting in acquisition of 50+ clients in the span of 3 years, meeting targets well above internal models and expectations.

I would welcome the opportunity to meet with you to discuss my potential contributions to your company. Thank you for your time.

Best Regards,
Laura Collett

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