

# Faith Angelyn O. Gepiga

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Dear Hiring Committee,

I am writing to express my enthusiasm for the Administrative Aide VI. With a background in data gathering, customer service, and project management, I am confident in my ability to contribute effectively to your esteemed organization.

In my previous role as a Special Project Associate at Channel Precision Inc., I developed strong multitasking and attention-to-detail skills while overseeing diverse projects.

Additionally, my experience as an Advisor I at Concentrix equipped me with excellent customer service and organizational management skills. I am adept at managing high volumes of inquiries while ensuring accuracy and efficiency.

Thank you for considering my application. I am looking forward to the possibility of discussing my candidacy with you further.

Warm regards,

Faith Angelyn Gepiga