

ARIEL ARCAYA

Dear Hiring Manager:

I am writing to express my interest in the Administrative Assistant position at your organization. With over five years of experience in finance administration and support roles, I bring a strong foundation in communication, data management, and daily operations coordination—skills that align closely with your requirements.

In my previous role as a Finance Executive II at Walton Global Inc., I handled a variety of administrative functions, including managing daily emails, updating records, coordinating with internal departments, and preparing accurate financial reports. I regularly used tools such as Microsoft Excel, SharePoint, and various CRM and ERP systems to maintain organized and up-to-date information across teams.

I have experience drafting professional correspondence, summarizing client issues for management, and providing prompt responses to both internal and external stakeholders. I'm also skilled in conducting online research and using platforms like LinkedIn and online directories to identify leads and gather relevant data.

My technical proficiency includes working with Microsoft Excel functions like VLOOKUP, SUM, and AVERAGE, as well as organizing and filtering data for reporting. I am detail-oriented, proactive, and comfortable managing multiple priorities with minimal supervision.

With a degree in Business Administration and a strong background in support roles, I am confident in my ability to contribute to the efficiency and success of your team. I would appreciate the opportunity to further discuss how I can support your organization's goals.

Thank you for your time and consideration.

Sincerely,