

Dear Sir/Ma'am,

I am writing to apply for the Liaison Officer position with your respectful company and my credentials match the requirements in your posting.

I have six years of experience working as an Liaison officer. I have administrative skills needed to make sure all reports are prepared and submitted in a timely fashion. I also have experience keeping up with the activity that goes on within the business, which is necessary to ensure proper communication within the company is achieved.

Working as a liaison takes outstanding communication and interpersonal skills, which I have acquired over the years. I can relay all information between parties in a clear and concise manner. I have the ability to coordinate activities between agencies to ensure everyone is aware of what the other is doing. This helps to ensure efficiency so each party can meet its obligations.

I have excellent negotiation and public speaking skills with the ability to represent your company at all functions and to get your messages across. I am self-motivated with the ability to work independently and meet all of my obligations. I have excellent multitasking abilities and I am flexible enough to work weekends and after hours when necessary. The attached resume contains a complete look at my educational background and work history. I have also included references and I am confident that I am the best applicant for this position.

You can reach me for an interview by calling 09278266159/09096171593 and I look forward to meeting with you soon.

Respectfully,

Sheryl Lansangan



Contact

📧 phomsoum@gmail.com

📞 +856212441134

📍 Superlongpaothi, San Aquino
village, Nong Khai Province

Skills

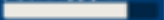
Effective communication skills in both
writing and verbal



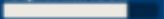
Strong coordination and time
management skills



Communicate conceptually detailed
and complex information effectively
and professionally to a wide range of
people, in an engaging manner



Effectively address any contractor's
management issues that arise



Experience of planning, organizing
prioritizing workload



Flexible and able to respond to change
effectively and positively



produce high-quality results in a timely manner. Goal-oriented and highly
motivated. Strong leadership skills, creative and detail-oriented problem
solver.

EXPERIENCE

Colorado Food Company October
Human Resources 2002 -

Responsible for recruiting, screening, interviewing
and placing workers. They may also handle
2000

employee relations, payroll, benefits, and training.

Pyeong Hui-Lee Residence August
Tutor 2005 -

Providing students with individualized assistance to help
them learn new concepts and complete assignments. My
2008

duties include studying lesson plans and reviewing
textbooks to prepare for a lesson, assigning additional
projects and answering a student's questions about a
topic.

Mrs. Kim Residence December
Tutor 2009 -

Providing students with individualized assistance to help
them learn new concepts and complete assignments.
2010

Their duties include studying lesson plans and reviewing
textbooks to prepare for a lesson, assigning additional
projects and answering a student's questions about a
topic.

Gate October
Personal Assistant 2012 -

Assisting my employer in all her needs in school and even in
November
2015

Monitor, coordinate, and communicate the strategic objectives of the business

Collaborate and communicate successfully with other entities outside of the business

Work with other staff members to develop a greater understanding of the business and any issues that arise

Develop and foster relationships with the community, stakeholders, and other entities

Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the business and the other entity

Compile reports about particular incidents, events, or updates about an important issue for the business

Proactively resolve conflicts and address issues that could occur between the business and the other entity

Promptly respond to incidents and other events as necessary. Act as a positive representation of the business to the community

Monitor, coordinate, and communicate the

strategic objectives of the business

Collaborate and communicate successfully with
other entities outside of the business

Work with other staff members to develop a
greater understanding of the business and any
issues that arise

Develop and foster relationships with the
community, stakeholders, and other entities

Collect, analyze, and utilize data and feedback to
identify opportunities to improve the relationship
between the business and the other entity

Compile reports about particular incidents,
events, or updates about an important issue for
the business

Proactively solve conflicts and address issues that
could occur between the business and the other
entity

Promptly respond to incidents and other events
as necessary and as a positive representation of
the business to the community

EDUCATION

Tapscott Elementary School

1994

Primary

Owen National High School

1998

Secondary

Northern Arizona Institute

2002

Master of Science in Secondary Education

REFERENCE



Sherill F. Lindgreen

SHERILL F. LINDGREEN