

William Filis

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Subject: Interest towards possible cooperation

Dear Sir / Madam,

Having worked as a Junior Business Analyst at Pirelli UK headquarters (best placement of the year), in a very competitive environment of senior managers, was an invaluable experience, as regards to internal efficiency and process effectiveness.

My work experience, in relation to my MSc in Computing for Business and BA in Business Administration, enable me of being able to relate technology issues with business decisions, and make the most out of this. I can cover the needs and pioneer in the new business world, that need people who can appreciate both sides' concerns, so to achieve organization's mission statement in a more effective way.

More specifically I can serve the needs of your business by being involved:

- As a **Data Analyst** by analysing data using MS Excel-Access translating it to information
- As a **Junior Business Analyst** or **Junior Consultant**
- In **Process Mapping and Redesign** for better internal efficiency
(Process Mapping, SSADM, and Business Process Reengineering implementations)
- In **IT support**
- In correct **Implementation of Ecommerce Principles**
- In **Internet Site Planning** for better navigation and user satisfaction
- **Logistics and Materials Planning**
- In **Administration**

The main characteristics of my personality -consistent, analytical, and precise- in relation to being confident of my potential and capabilities, are virtues that have been appreciated by all previous employers; you are free to call my referees.

You can always contact me by telephone or through email for further details or to arrange an interview.

Yours sincerely,

William Filis