Grace Kim

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Fred Hutchinson Cancer Center
Seattle, WA

Re: Senior Administrative Assistant, Clinical Research Division

Dear Hiring Manager,

Supporting researchers means their calendars fill up with grant deadlines, committee meetings and travel that can't slip. Your posting for a Senior Administrative Assistant in the Clinical Research Division asks for someone who can keep several of those schedules straight at once, which is what I do now for two vice presidents at Starbucks.

I manage both VPs' calendars and travel, and I schedule and run logistics for 30 or more cross-team meetings and offsites a year. When I started, expense reimbursements were taking about ten days because receipts came in by email in every format. I set up a single Concur submission routine with a checklist and a weekly reminder, and turnaround is now three days. I also own our $120K office budget and the vendor accounts behind it, and I renegotiated our supplies contract last year for a 12% savings.

Before Starbucks I was an administrative assistant for a 20-person department at Nordstrom, and my first job was at the front desk of a six-provider clinic at Swedish, scheduling patients in the EHR and handling up to 80 visitors a day. That clinic work taught me how much confidentiality matters and how to stay polite when the schedule is falling apart.

I'm comfortable in Microsoft Office, Google Workspace, Concur and Asana, and I hold MOS certifications in Excel and Outlook. I'd be glad to talk about how I could support your team.

Sincerely,

Grace Kim