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|  |  | | | | |  |  | | | **Rama Khorchid**  Executive Coordinator |  |
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|  | CONTACT | | | |  |  | Dear Recruiter,  I am writing to express my great interest in Human Resources and Talent. With my background as an Executive Coordinator and my extensive experience in employee relations, I am confident in the opportunity to contribute to your team. The role of facilitating a smooth leaves process, interacting with a diverse set of clients, and managing sensitive information aligns well with my skills and professional experience.  In my current role as an Executive Coordinator at Deloitte, I have enhanced my abilities in managing complex employee and client-related processes including highly sensitive PII. With over five years of experience in roles that require acute attention to detail and strong communication, I believe I am equipped to serving as a point of contact for various Human Resources and Talent needs, such as leaves and disability incidents.  My skills in employee relations, ability to adapt to constant change, and meet deadlines in a fast paced, confidential environment have been keen to my success. These are complimented by my strengths as a critical thinker, my attentiveness to detail, and my self-motivation. Additionally, my educational background in Psychology and Brain Behavior from the University of Texas at Dallas has provided me with a solid foundation in understanding and managing diverse employee needs and behaviors, which is crucial for administering policies effectively.  I look forward to bringing my dedicated work ethic and passion for a growing career within Human Resources and Talent. I am confident that my proactive approach and my commitment will be of great success.  Sincerely,  Rama Khorchid | | | |  |
|  | 682-804-4013ramakhorchid@gmail.comMcKinney, Texas | | | | |  |  |
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