

Robert Shofkom Cover Letter

22 Woodbury Ct. Magnolia TX 77355

To whom it may concern;

I am writing in response to a possible opportunity with your company. After reading the job posting and description, I am confident that my skill set is a **perfect match** for this position. I have detailed below my areas of expertise that I feel would benefit your company. I have a wide range of skills including:

- Senior Program and Project Management Experience. I have delivered numerous projects ranging from local small scale infrastructure for SMB's to multimillion dollar global programs for fortune 1000 companies including SHELL, AT&T, DELL, Baker Hughes, and more.
- Multi Environment Work Experience. I have worked in a wide variety of industries including government, educational, health care, technology, energy, oil and gas and many more. I have learned to adapt my methodologies and processes within each environment to maximize performance and delivery!
- High Level Technical Expertise (Tier 3) on emerging technologies including Virtualization, Disaster Recovery, Storage Area Networks, VOIP, SIP, and Cloud Technologies such as Office 365 and Azure for Enterprise. I am ahead of the curve for the implementation of technical systems that will save your company thousands of dollars and provide significant ROI for all your technology and telephony needs.
- IT Management and General Management experience (Leader of men). I have guided and directed multiple staff members, contractors, and vendors to successful project implementation in ALL job roles over the last 15 years. I have taken the time to educate myself in both LEAN and Change Management processes which I will use to improve profitability and eliminate waste for your company!
- Information Technology Budget and Forecasting experience. I have performed CFO and IT accounting role both as a former SMB Business Owner, Network Operations Manager, IT Director, and Program / Project Manager.
- Technical Training and Knowledge Transfer expertise. I have trained and certified over 500 technicians in the last 12 years. I can get the most out of your employees by transforming Tier 1 technical staff into Tier 3 technical staff. I have developed Computer Based Training and Video Libraries to facilitate knowledge transfer and cost savings across multiple departments including HR, Accounting, Legal, Collections, and Customer Service. My technical documentation is second to none!

Lastly, I strongly believe in Continuous Education and LEAD by example! I have over 40 verifiable technical certifications, as well as three college degrees. (You can view these certifications by visiting: <http://www.shofkom.com/technical-resume/>) You will notice that I keep my education current both on the technical side as well as the management and process improvement side. I believe that education and training make a HUGE difference in performance and job satisfaction!

Thanks for taking the time to read this!

I would welcome the opportunity to further discuss what I can do for you or your company.

To schedule an interview, please contact me by phone at 713-885-1088 or 512-814-8178 or by e-mail at Robert@Shofkom.com or res@texastechnology.support

I can also be reached on Skype for a video call by adding Robert.Shofkom to your contact list.

I have enclosed my resume, and project list for your review, and I look forward to hearing from you.

-RES