**6Nora Duran**

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February 6, 2023

To Whom It May Concern,

I am thrilled to put in my name in for the Senior Research Administrator remote position with Lifespan. I’m searching for employment at 100% remote from Texas. I resigned from Baylor College of Medicine in Houston, TX on November 18, 2022. I was with Baylor a little over 21 years, but my family and I moved out of Houston to Spicewood Beach TX (about one hour west of Austin). Unfortunately, Baylor will not allow me to work 100% remotely as the administrative assistants are required to work at least one day a week in the office and this will be impossible from my new home. My tasks including working on grants from pre to post including JIT, RPPR progress reports, closeout grants. I helped work with grant budget preparation and upload of all attachments into ASSIST program. I also worked on the monthly grant account reconciliations to ensure the expenses including personnel charges. I also worked on other administrative duties including credit card reconciliations, travel arrangements and reimbursements, calendars upkeep, meeting coordination, etc. I’m looking for the same if not more compensation as my ended of employment with Baylor of $73,000.

Prior to my employment with Baylor, I worked at several accounting firms in the Houston TX from age 18 in 1984 for 17 years. My tasks ay these accounting firms were the same as I was an administrative assistant. I handled first desk jobs such as greeting clients, answered telephone calls, ordered supplies, maintained the office equipment and refreshments, copying of tax returns, and handled the mail. I also helped with the preparation and putting together tax returns as well getting ready to mail out.

This position is in line of what I would like to continue in my career and with my experience. I’ve earned by Bachelors of Business Administration – General Business in December 2021. I am also a member of NCURA for Research Administration. I hopeful to take the CRA exam in 2023. I look forward to learning more about this Senior Research Administrator remote position with Lifespan. And I welcome the opportunity to discuss my qualifications in further detail.

Thank You for your time and consideration.

Sincerely,

***Nora Duran***