

# Erica Jenise Gleaton

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<http://Schedule.EricaGleaton.com> | Interested in Remote / Work From Home Opportunities Exclusively

*"A brand for a company is like a reputation for a person. You earn a reputation by trying to do hard things well." – Jeff Bezos*

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Dear Hiring Manager,

Thank you for the opportunity to apply for this vacant position in your organization. I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My 20 years as an Accounting and Information Technology professional and numerous professional training courses have prepared me to be successful at any role offered to me. Overall, I have consistently demonstrated leadership, problem-solving, and analytical abilities in each of my previous roles. An exhibit of my thirst for knowledge can be shown in the number of degrees and certifications I hold.

## COLLEGE EDUCATION:

**Johnson & Wales University, Providence, RI**

- [Bachelors in Computer Information Science](#)
- [Bachelors in Accounting](#)

## INFORMATION TECHNOLOGY CERTIFICATIONS:

- [AWS Certified Solutions Architect – Associate](#)
- [AWS Certified SysOps Admin Associate](#)
- [Axelos: ITIL Foundation v3](#)
- [CompTia: Security+ v501, Network+, and A+](#)
- [EC-Council :Certified Ethical Hacker \(CEH\) v10](#)
- [ISACA: Certified Information Security Manager \(CISM\)](#)
- [ISC2: Certified Information Systems Security Professional \(CISSP\)](#)
- [MicroSoft: MTA Networking](#)
- [Microsoft Office Specialist 2016 Master](#)  
([Access](#), [Excel Expert](#), [Outlook](#), [Powerpoint](#), [Word Expert](#))
- [PMI: Management Professional \(PMP\)](#)
- [Scrum Alliance: Certified Scrum Master \(CSM\)](#)

## SOFT SKILLS ASSESSMENTS:

- [Big Five Assessment: \*\*Presenter\*\*](#)
- [DISC: \*\*Style IS Influence and Steadiness\*\*](#)
- [Myers–Briggs Type Indicator \(MBTI\): \*\*ENFJ: Compassionate Facilitator\*\*](#)
- [Strength Finder: \*\*Top 5 Themes: 1. Learner 2. Achiever 3. Woo 4. Relator 5. Ideation\*\*](#)

I invite you to review my detailed achievements in the attached resume. After reviewing my resume, I hope you will agree that I am a competitive candidate that will add-value to this role. Thank you for your consideration, and I look forward to discussing how my skill set and abilities will benefit your organization.

Sincerely,

*Erica Jenise Gleaton*

Erica Jenise Gleaton

Professional Polymath