

Admission Essay - Personal Statement Example

Personal statement

It is while working at the Halliburton as a transaction coordinator that I have had my first and continuing experiences in a project management. As an integral part of my job responsibilities at Halliburton, the world's leading supplier of technology, integrated project management and information solutions in the oil and gas industry, I manage projects that provide benefit transactions and analyze medical certifications to ensure compliance under the Family and Medical Leave Act of 1993. I also act as a foreign liaison for Schlumberger's benefit teams and facilitate interactive processes with the employees and their health care professionals. I am also intimately involved in projects tasked with developing standard forms, time lines, and tracking mechanisms.

During my tenure at Halliburton, I developed and streamlined SLB's FMLA processes. Serving as administer and expert for US population, I coach managers and HR personnel on compliant practices and behaviors. I also conduct benefit presentations for employees and HR personnel. My administration of LEAN Fitness and education project for the US population is projected to save the company \$200K annually. I experiences in project management propelled me to seek higher education to solidify my knowledge in project management and hence I am seeking admission into the program at your esteemed institution.

I have an excellent track record as student. While working full time at Halliburton, I graduated a year early from University of Houston with International Business as the major. I achieved a GPA of 3.70 and proud to be a Magna Cum Laude.

In conclusion, I have desire and aspirations to pursue project management in my career objectives and goals. I strongly believe that I am an excellent candidate for admission into the Masters program based on my education record and work experience. As I look forward to a favorable decision on my candidacy, please do not hesitate to contact me if you have any questions or need additional information. Thanks very much for reading the letter of my application and experiences.