

Account / Project Manager Cover Letter

365 O'Connell PortKerlukehaven, CA 56506-8759

Dear Zion Fahey,

I would like to submit my application for the account / project manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for data management on key information related to pricing agreements, agreement programs (rebates, admin fees, pricing reviews), customer affiliation and GPO roster membership in ERP/CRM systems, ensuring data integrity and accuracy.

Please consider my experience and qualifications for this position:

- Ensure portfolio and projects reporting to directors, stakeholders and clients
- Supervise completeness of deliverables and quality on projects
- Identify, track, and manage project changes and risks
- Ensure usage of organizational project management processes and tools to manage delivery quality
- Provide direction to team members within the latitude of established policies and know when to break the policies
- Maintain portfolio planning and ensure appropriate staffing with department IT Managers, Lead Architect and Directors
- Ensure appropriate operational support for titles, and manage the communication with stakeholders
- Work with the Service Director and the Associate Director to build and manage the budget

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Spencer Wintheiser