

# Lead Business Analyst Cover Letter

116 Jacob ShoresPort Freddy, AR 18202-1202

**Dear Spencer Bins,**

I submit this application to express my sincere interest in the lead business analyst position.

In my previous role, I was responsible for tracking, and reporting, and support solution development, including the design and development of reporting solutions using Crystal Reports, SharePoint, Business Objects, and Excel.

Please consider my qualifications and experience:

- Continuous Improvement experience, in particular previous experience with providing insight for reduce costs through continuous process improvement (LEAN, DMAIC, Six Sigma) methodologies
- Microsoft Office, Visio, SQL, MicroStrategy or similar tool
- Technical integration experience and proficiency, inbound and outbound, with advanced financial, human capital management, and workforce management systems
- Functional configuration of packaged application to meet business needs
- Goal-oriented approach to projects requiring long-term commitment
- Experience with System Administration processes and End User Support within Oracle Cloud
- Comfortable facilitating meetings and interviews with senior executive
- Understanding of the NPPD organization would be ideal

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

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