

# Analyst, Regulatory Compliance Cover Letter

519 Ron Underpass South Sueann, VA 67067-4091

**Dear Greer Murazik,**

In response to your job posting for analyst, regulatory compliance, I am including this letter and my resume for your review.

In the previous role, I was responsible for strategic vision to the governance and compliance team, utilizing an expert knowledge of applicable regulations and thorough business/technical acumen, particularly in regulatory compliance areas.

Please consider my qualifications and experience:

- Coordinating course closeout procedures involves updating the e-Learning Management System (eLMS) learning histories with course completions and the Continuous Learning Points (CLPs) for course participants and subject matter experts who supported course development
- Coordinate quarterly teleconferences to present status updates for important real property topics and facilitate the "Hot Topic" questions and answers platform for Real Estate Contracting Officers and Specialists (RECO/S)
- Establish and maintain real property training and real estate certification program governance
- Work with stakeholders to assess existing AMS language, and compose changes in response to approved requests received from external sources
- Perform quality reviews, and facilitate approvals prior to submitting AMS policy and guidance updates
- Perform reviews of FAA materials and proposed to ensure compliance with AMS policy, guidance, and template clauses
- Provide support for the Real Estate Evaluation Program (REEP)
- Gather data on the quality and the effectiveness of the REEP program

**Thank you for considering me to become a member of your team.**

Sincerely,