

Budget Coordinator Cover Letter

7596 Hills Village Port Jeanice, TN 98196

Dear Brooklyn Nicolas,

Please consider me for the budget coordinator opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for oversight and training for external organizations related to Michigan Medicine policies, procedures and compliance for organ donation.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Strong written & verbal communication and interpersonal skills to support interactions with all departments in and outside of the Bethesda office
- Well organized, able to effectively manage multiple priorities and still provide high quality results
- SAP, PRE3, myBuy and eFinity experience
- Experience working with corporate finance, brand marketing teams, regulatory, legal, compliance, vendor management and advertising agencies as client or functional unit lead
- Skills and familiarity with Excel and PowerPoint, SharePoint
- Knowledge of state agency purchasing rules and regulations
- Knowledge of state agency budgeting and funding
- Knowledge of Texas Legislative Appropriation Processes

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

Sincerely,

Bellamy Cummings