

Budget Coordinator Cover Letter

4406 Abbott Forge West Florenciafurt, MT 33920

Dear Greer Connelly,

In response to your job posting for budget coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for advice and guide, including training, to staff on budgetary and financial policies and procedures, including results-based budgeting.

Please consider my qualifications and experience:

- Native fluency in English and Japanese, trilingual in English, Japanese and Mandarin preferred
- The contracts' coordinator is the sites' point of contact for contract and budget negotiation
- Sends the initial Clinical Trial Agreement (CTA) template and site budget to site
- Works with sites to update CTA language and answer site questions often with the help of other functional areas
- Triage budget questions to budget specialists and facilitates timely response
- Tracks sites contract and budget status for each clinical trial
- Uploads accepted budget and contract information into eContracts
- Serves as primary point of contact for CRO payment specialists

Thank you for your time and consideration.

Sincerely,

Cameron Schmitt