

Business Planning Analyst Cover Letter

590 Judson PortNorth Norma, CT 24713-0543

Dear Greer Durgan,

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

Previously, I was responsible for analysis to assess business performance against targets including monthly trends, variance analysis, forecasting & budgeting etc.

My experience is an excellent fit for the list of requirements in this job:

- Assist contracts management with the identification, development and execution of the change orders including timely identification of out of scope activities
- Manage project resource planning with the Project Manager and PRM through PlanView to maximize staff utilization
- Interact and work with proposals in the development of project budgets after asset award
- Interact with contracts management related to project work orders with proposal development leading the budget activities
- Complete handover of information (specifications, timeline, resourcing, etc) from proposals and contracts management at the award stage and assist with the recost process until work order signature
- Monthly interaction (inclusive of project team meetings) with the Project Manager and project team as it relates to the project tracking of financial information (key specifications, timeline, hours, units, invoicing, finance activities, resource management, etc)
- Assist and guide/advise the Project Manager and project team as it relates to the financial management of a fixed price budget
- Interaction with Project Manager and Finance (accounts receivable) to trigger project invoicing per the project work order payment schedule

Thank you for taking your time to review my application.

Denver Goyette