

Change Coordinator Cover Letter

1995 Torp BrookNew Erich, ID 88821-5392

Dear Charlie Yost,

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

Previously, I was responsible for guidance for Change management standard on both hardware and software aspects of overall environment, in collaboration, driving teams to mitigate risk and increase system performance and reliability.

Please consider my experience and qualifications for this position:

- Manage the schedule of the local delivery team
- Room/venue bookings
- Ensure catering requirements at events is organised
- Coordination of data and messages for unit board paper & regional steering group
- Coordination of material for webinars, documents and materials
- BMC Remedy experience preferred
- Discovery Tool Management experience preferred
- Networking and infrastructure

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

Sincerely,

Armani Bins