

Director, Project Manager Cover Letter

4719 Tremblay LoafReichelburgh, CO 68891

Dear River Swaniawski,

I submit this application to express my sincere interest in the director, project manager position.

In my previous role, I was responsible for leadership to the project teams which includes engineering, process evaluations, process development, safety reviews, troubleshooting, operating procedures, equipment evaluation, equipment selection, and project support.

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:

- Demonstrated proficiency of basic project management software such as Excel for data processing and PowerPoint for data illustration
- BI policy, but have to be aware of general and conceptual regulatory requirements for drug development
- Be a demonstrated self-starter able to forge and nurture solid cross-discipline collaboration and partnerships
- Love excel and other organizational tools that help streamline team workflow and create efficiencies
- Be the "red flag" raiser
- Serve as the point of connection – liaise across practices, teams and accounts
- Keep the project and project team on track -- workstreams, timeline, budget, and resources
- Know when a change order is needed and works with account team to communicate the change proactively to the client

Thank you for taking your time to review my application.

Sincerely,