

# Director, QA Cover Letter

503 Sawayn Square Jacquelynview, WA 78990-5976

**Dear River Nolan,**

I am excited to be applying for the position of director, QA. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support in the preparation and submission of quality/regulatory applications with the FDA and other regulatory authorities, including the review and compilation of CMC and other quality documents.

Please consider my experience and qualifications for this position:

- Managing project schedules and task details and utilize project management tools such as reports, tracking charts, checklists, and project scheduling software to delegate work responsibility
- Facilitate steering and project governance meetings with the client IT leadership
- Facilitate business prioritization meetings with the business leadership
- Engage technical team members to collaborate on time-sensitive issues and articulate issues back to the client
- Analyze risk and instigate avoidance activities
- Organisational Change
- Technology Change
- Specific expertise in Programme/Portfolio management and delivery of large and complex programmes

**Thank you for your time and consideration.**

Sincerely,

Casey Nader