

Document Control Manager Cover Letter

46796 Greenfelder WallWest Irving, KY 67865-3675

Dear Rowan Bartell,

I submit this application to express my sincere interest in the document control manager position.

In the previous role, I was responsible for support to project management and team members to adhere to standards, required procedures and document management.

Please consider my qualifications and experience:

- Manage and develop Document Control personnel
- Establish validation documentation 21 CFR part 11 compliant software validation
- Collaborating with IT concerning upgrades, software additions/improvements
- Collaborating with different department managers to ensure integrity of changes and process improvements
- Develop company-wide Agile Training program
- Experience with an Electronic Documentation system
- Experience in writing Agile training documentation and in training groups
- Expertise in change management practices within a regulated industry

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

Sincerely,

Tatum Schroeder