

Implementation Cover Letter

550 Daugherty ShoalsDanniemouth, OR 80884-1586

Dear Ryan Dickinson,

I submit this application to express my sincere interest in the implementation position.

In my previous role, I was responsible for oversight and assistance to other implementation team members during setup of all system interfaces, including recordkeeping, payroll, Web and Voice Response systems.

Please consider my experience and qualifications for this position:

- Manages all aspects of very large system implementation projects of significant complexity with 20+ people working on sub teams OR oversee multiple large-scale projects of moderate complexity
- Conceptualizes project approaches and solutions that meet client needs
- Develops detailed project plans, communication plans, schedules, role definitions, risk management, and assumptions
- Estimates resource requirements based on project scope approach and plan and assemble multi-disciplinary teams
- Identifies and resolves very complex project/program tasks and issues
- Leads or facilitates complex, multi-session, politically charged meetings for clients
- Forecasts risk areas and develop mitigating strategies
- Summarizes deliverables, including status, into professional briefings, relating project issues and objectives to the client's overall objectives

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

Sincerely,

Stevie Schimmel