

Improvement Coordinator Cover Letter

17682 Maurice ShoalLake Daltonfort, OR 05706-8751

Dear Landry Powlowski,

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

Previously, I was responsible for training related to quality performance measures (HEDIS/Medicaid Quality Incentive Award (QIA) Program/QARR) to leadership and staff.

My experience is an excellent fit for the list of requirements in this job:

- Facilitate and co-ordinate the Benefits Process
- Update and manage the Benefits Register
- Bring passion and drive to the capture of benefits such that this becomes embedded in how everyone works within the A14 IDT
- Update and maintain the Efficiency Register
- Proven track record in team facilitation, training development and delivery experience
- Proficiency with MS Office software (Excel, Access, PowerPoint)
- Familiarity with laboratory animal science and medicine preferred
- A working knowledge of the Toyota Production System/Lean Management and Lean Thinking

Thank you for your time and consideration.

Sincerely,

Charlie Toy