

Management Information Systems Cover Letter

5665 Hyatt FortOdisstad, KY 18073

Dear Finley Volkman,

I would like to submit my application for the management information systems opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Processes, Business Analysis, Systems and Technology Analysis, job roles and organization structures.

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:

- Knowledge of financial statements, accounting principles, Credit Policy, applicable laws and industry data sources
- Possess strong leadership skills with focus on development and mentorship
- Knowledge of the requirements for electronic submissions to regulatory authorities, and preparation & submission of documents using regulatory and document management systems
- Extensive experience with maintenance and administration of Parexel Insight Platform, and associated Regulatory Publishing tools (ISI Toolbox, Insight Validator, Lorenz Validator) is highly preferred
- Experience with change management including business process design/redesign, solution design, development, implementation and data integration of Regulatory systems
- Experience with system validation documentation and testing requirements, methodologies, and processes, including IQ, OQ, and PQ, unit, integration, system, and regression testing
- Excellent communication skills to ensure decisions, priorities and relevant project information is shared across appropriate levels of staff regarding

- Experience with managing and supervising staff and third party vendor resources to ensure high standards of work quality and productivity in accordance with current company policies, procedures and regulations

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Robin Legros