

# Manager, Investigations Cover Letter

9533 Jonas Isle South Lessieton, WI 85039

**Dear Dakota Greenholt,**

Please consider me for the manager, investigations opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for analysis relative to issues related to the interpretation and implementation of relevant state and federal law, regulations, policies and procedures pertaining to criminal BRCs.

Please consider my experience and qualifications for this position:

- Advanced Excel Skills, PowerPoint, Word, Outlook
- Exercise independent judgment and initiative within established guidelines and present recommendations logically and persuasively
- Effectively prioritizing work and meeting established deadlines
- Exercises tact and diplomacy in dealing with sensitive, complex and confidential human resources issues
- Extensive experience as an L4 Sr
- Process specific expertise within PQ/MRI/BRI/Sanctions/Payment/AWS within TRMS
- Industry recognized certifications such as CFE, PCI, are preferred
- Experience preparing and delivering written and verbal investigative reports

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Spencer Gibson