

# Manager, Project Management Office Cover Letter

48397 Smith DivideHaleybury, CA 70279

**Dear Jordan Crona,**

I submit this application to express my sincere interest in the manager, project management office position.

In my previous role, I was responsible for expertise and steers the different teams on project management planning and contract administration working methods and tools.

Please consider my qualifications and experience:

- Experience with in project execution in MRP systems (SAP/IFS/MS Dynamics )
- BICSI or PMI certification (RCDD, ITS Technician, CAPM, PMP)
- Recent experience utilizing RSA Archer or other similar GRC tool
- Proficiency in documenting and maintaining enterprise policies and procedures
- Requires knowledge of project management principles, theories, and concepts
- Working knowledge of technology-related initiatives and an understanding of impact to the organization of such initiatives
- Experience analyzing highly complex projects with broad impact to the institution
- Understanding of Healthcare Information Systems/Technology infrastructure and is able to extrapolate the impact that changes in software architecture will have on departmental practices

**I really appreciate you taking the time to review my application for the position of manager, project management office.**

Sincerely,

Riley Pacocha