

Manager, Project Management Office Cover Letter

9247 Porter Plaza East Rodney, WI 27547-4468

Dear Blake Brown,

In response to your job posting for manager, project management office, I am including this letter and my resume for your review.

Previously, I was responsible for input to and manages the overall project plan or a part of program plan, issue tracking, change management, risk management and communications.

Please consider my experience and qualifications for this position:

- Subject Matter Expertise in either Account Opening, KYC, Credit Processing or Data Analytics
- Experience in Agile, UX, Cloud Computing or Robotic Process Automation will be advantageous
- Strong influential and strategic management experience
- In-depth knowledge of the Clarity PPM application
- Experience with creating ad-hoc reports using database report writing tools highly desirable (eg, SuccessFactors reporting, Access, Business Objects, Cognos, other HRIS reporting tools)
- Experienced in testing & implementing new HR technology tools and identifying issues
- Experience working on change and transformation projects and program management to better colleague experiences
- Experienced in managing multiple deliverables with overlapping priorities and deadlines

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

Sincerely,

Max Schneider