

Manager, Project Management Office Cover Letter

64371 Waters LightsHartmannbury, MD 22961-5313

Dear Rory Bogisich,

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

Previously, I was responsible for coaching, mentoring and training in the nuances of managing a development project or in PMO activities: management of team dynamics, understanding stages of development and how functional inputs interact to ensure project progression, coaching on MRL/ Merck processes relating to development team management (e.g., RDP/LDP creation, contracting, etc.), PM skills, and team management.

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:

- Able to use office & test equipment and computers/peripherals, in a standard office & computer lab environment
- Knowledge of theory and deep experience with the principles of project and people management, knowing when to use which tool from the PMBOK to move projects forward
- Drives innovation of new product concepts and technologies to address unmet customer needs
- Leads project decision-making using personal expertise, customer input, and feasibility assessment
- Manages project managers, and possibly other supervisors, involved in an array of product development and technology exploration projects
- Extensive industry knowledge in implantable medical devices
- Manage tasks and schedules associated with the hierarchy remediation project
- Manage the remediation of client restricted lists the deployment of a new

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

Sincerely,

Haven Kutch