

# Planning Support Cover Letter

7874 O'Connell Points Schinnerstad, IA 08455-4795

**Dear Jordan Little,**

In response to your job posting for planning support, I am including this letter and my resume for your review.

Previously, I was responsible for trainings in Airside and Dangerous Good in compliance with GAPS training matrix and DHL RCG Global procedures for all H&G and Ground Operations.

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:

- Provide quality assurance and control compliance to all Migration Planning Process deployments to BDC include status tracking, completion and storage of all relevant documentation including exception processes and regulatory notifications
- Acting as point of contact to address and resolve deployment and post deployment related issues and risks with escalation to GBSS Risk & Compliance Officer
- Support the BDC Management Team in delivery of initiatives to enhance BDC Programme Delivery including changes to core process such as MPP
- Undertake other activities in support of the BDC Programme
- Composure under sensitive and high pressure situations
- Have Sound judgment and attention to detail
- Experience in reporting and advanced Excel a distinct advantage
- Ideally experience in Investment/Private Banking, off shoring, outsourcing, or experience working with Legal, Compliance Risk and other Shared Service functions

**Thank you for your time and consideration.**

Sincerely,

