

PMO Lead Cover Letter

3582 Connelly RapidSouth Ozzie, NC 31957-2020

Dear Gray Feest,

I am excited to be applying for the position of PMO lead. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for leadership and direction on complex programme and project management processes procedures and templates.

My experience is an excellent fit for the list of requirements in this job:

- An Investment Bank, Private Bank / Wealth Management or consultancy background, with a solid understanding of programme management within the Financial Services industry
- Experience in the HR and/or Finance business process area including exposure to Workday, Hyperion, and/or Oracle eBusiness
- Ideally this will involve large scale, cross-functional projects across multiple disciplines (sales, marketing, finance, development, technical operations) resulting in significant business impact
- Technical skills - project management methodologies
- Expertise in planning, organizing, and prioritizing work, meeting deadlines, managing multiple tasks in a high- complex, dynamic environment, and maintaining fiscal responsibilities is critical
- Knowledge of FAA, Air Traffic Organization Navigation Services, and affected organizations is desirable
- Understands and owns the integrated project plan
- Manages metrics and budget and invoicing

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

Sincerely,

Sutton DuBuque