

Program Management Specialist Cover Letter

7987 Emely KeyNew Pei, AZ 02166-1924

Dear Casey Rath,

In response to your job posting for program management specialist, I am including this letter and my resume for your review.

Previously, I was responsible for acquisition and program management support to the Government COTR including support for COTR pre-award and post-award contract actions, and the full range of contract administration activities the COTR performs to support to procure and administer contracts, with an emphasis on Service Contracts.

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

- Working experience with Learning Management systems such as SAP SuccessFactors
- Experience leading Integrated Product Teams
- Experience with Foreign Military Sales processes and procedures
- Experience implementing using Program Management Best Practices
- Experience on Project/Programs, with excellent mastery of Leadership skills/attributes, high level of experience in applying diversity and inclusive behavior/perspectives
- Experience monitoring metrics to ensure performance to investment and execution plans
- Experience with Secretary of The Air Force/International Affairs (SAF/IA)
- Proficient in Microsoft Office (Excel, Word, PowerPoint) and query tools (Hyperion)

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

Sincerely,

Greer Stehr