

Program Management Specialist Cover Letter

6030 Greenholt PortEast Mosefort, CT 12527

Dear Brooklyn Jakubowski,

I would like to submit my application for the program management specialist opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for programmatic and fiscal analysis and reporting to Government POCs for the ARL-DoD Supercomputing Resource Center (DSRC).

Please consider my experience and qualifications for this position:

- Key contact for all regional IT and major local projects
- The role is to ensure that all major projects involving IT components are properly managed and delivered on time and within budget
- Assist in reporting on Regional Transformation status
- Experience with IT project management framework PMI-PMBOK/PRINCE2
- Computer literature with strong proficiency in Microsoft Excel, Power Point and Word
- Good knowledge of Quality Management Systems and respective standards, in particular ISO 9001 and ISO 13485
- Good knowledge of medical device / IVD regulations such as FDA, EU with regards to learning management
- Optimistic, eager, forward-looking and open attitude

Thank you for considering me to become a member of your team.

Sincerely,

Greer Gibson