

Program Office Cover Letter

67500 Littel IsleNorth Rory, KS 63596-2895

Dear River Raynor,

I submit this application to express my sincere interest in the program office position.

In my previous role, I was responsible for subject matter expertiseand industry best practices across business programs and solution commercialization initiatives.

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

- Advanced administrative and organizational skills, including accurate and attentive handling of information and tasks
- Demonstrated knowledge of HR compliance requirements for personnel administration, FLSA, ADA, EEO
- Developing, conducting, monitoring and reporting on project quality, audit & compliance establishing a PMO compliance program
- Developing and documenting major reports presenting performance to management & business partners
- Working for large institutions or large IT organizations in a deadline driven culture
- Proven experience managing a project lifecycle gate review process
- Formal risk/issue management experience
- Experience managing information management systems

I really appreciate you taking the time to review my application for the position of program office.

Sincerely,

Greer Rodriguez