

Program Support Cover Letter

61086 Tanner CliffsPort Lorenzafort, WA 21287-6785

Dear Justice Barton,

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

In my previous role, I was responsible for daily supervision of general office functions such as answering telephones, greeting customers, handling requests for resource services.

Please consider my experience and qualifications for this position:

- Be the internal point of contact on the Agilent internal processes, retain instructions, forms and documentation to assist the project managers in completing internal Agilent processes
- Statement of Work - Assist the Project Manager in completing the Statement of Works (SOW) and Professional Services Agreements (PSA) and documentation according to the Agilent internal process
- Additional knowledge requirements will include a high level of computer proficiency, including Microsoft Word, Excel and PowerPoint, Adobe Pro, Visio, SNAG-IT, Google Suite, relational database applications (Access, Filemaker, Oracle) and email applications such as Google
- Demonstrated experience with project, resource management and problem solving
- Familiarity with all Project Analyst roles and responsibilities
- Corporate Planning and Performance Measurement (CPPM) and Program Management and Tracking (PMAT) Compliance
- Provide consistent guidance on Corporate Program Execution compliance, processes and procedures, and resolve policy conflicts
- Conduct review of Monthly CPPM cycle Data Quality Initiatives, Project Combination Table, and Footnotes

Thank you for taking your time to review my application.

