

Project Administrator Cover Letter

294 Yolande Drive East Cliftonland, MS 11165

Dear Ryan Blick,

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

Previously, I was responsible for oversight and guidance to clinical and functional leads in relation to BMS (legal / human resource / regulatory) standards, ethical practices, BMS outsourcing and procurement policies and procedures and adherence to relevant laws and regulations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Proficient with Microsoft Office and Adobe Acrobat and/or Bluebeam software
- Experience using Deltek Vision and Newforma software
- Photoshop or InDesign, and AutoCAD and/or Revit experience
- Experience with Private projects in an administrative support role
- Requires good interpersonal skills to work and communicate effectively with management, peers, the end-user community, THP departments and various supply vendors
- Requires that the individual be well organized while being readily adaptable to changes in a fast paced environment
- Strong PC skills (Microsoft word, Excel, Access, Visio)
- Strong web navigation skills

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

Sincerely,

Onyx Lind