

Project Management Analyst Cover Letter

368 Huels TraceWest Merrileehaven, WA 92287

Dear Alexis Beahan,

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

In the previous role, I was responsible for guidance, clinical trial management expertise, and direction to contract clinical research associates (CRAs) in the field and in-house staff.

Please consider my qualifications and experience:

- Prefer someone with prior Commercial Banking experience
- Prior Cognos experience
- Track progress of change projects being implemented in GOI (Packs for GHMC, Change Board & GHMC and Migration Tracker), Produce about 25 scheduled/ ad hoc report to SPM UK
- Receive inputs related to the projects from project managers, Produce reports on project status for review by senior management, Record decisions taken by senior management on the projects
- Interact with Change Management, OSAC
- MS Office, MS Visio, Planview, Business Objects MS Office
- Program Management Professional (PMP) or Prince2 certification is preferred
- PMP or project management certifications

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

Sincerely,

Cameron Heathcote