

Project Management Associate Cover Letter

1789 Flatley Trail
Port Anette, AR 87958

Dear Shae Buckridge,

Please consider me for the project management associate opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for support to Business Development staff by participating in presentations to sponsors and in reviewing proposals and contracts.

Please consider my experience and qualifications for this position:

- Experience with Confluence and/or JIRA is preferred
- Prioritization skills and experience managing multiple projects simultaneously
- Strong communication skills, interpersonal skills and analytical skills
- Experience with data entry, filing, cataloguing, retrieving, and preserving records preferred
- Previous experience working in international development and/or living or conducting volunteer work in developing countries, Specifically in Asia, preferred
- In depth cross-functional knowledge of the drug development process and drug development regulations
- Proficient in various computer applications (MS-Office, database software)
- Early phase support will include the development and management of project plans in Planisware and will include forecasting both short and long term project resource projections (FTE's and Financials)

I really appreciate you taking the time to review my application for the position of project management associate.

Sincerely,

Dallas Haley