

Project Management Coordinator Cover Letter

9599 Miguel Tunnel Kihnsmouth, NE 19355-4205

Dear Quinn Nikolaus,

In response to your job posting for project management coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for expert advice and support on management accounting data, processes and systems to business stakeholders (includes Front Office Relationship Managers, Management, Product Specialists and Operations).

Please consider my qualifications and experience:

- Capable of facilitating dialogue between multidisciplinary teams on technical projects
- Strong proficiency in MS Office Suite specifically MS Excel and MS Project
- Experienced in creating management facing reports, documents, and dashboards
- Hands-on experience executing an initiative from start to finish
- Familiarity with creative process and an understanding of logistics
- Experience with database mining & application development (SQL, .NET, VB)
- Microsoft Office Power User
- Previous experience in cooperating with Project - Strong working knowledge of Microsoft Office and of project management tools

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Dakota Koss