

Project Management Coordinator Cover Letter

60356 Wilfredo ViewPort Vannesa, HI 55304-5141

Dear Reese Streich,

I submit this application to express my sincere interest in the project management coordinator position.

Previously, I was responsible for business process, system support and data quality governance for enterprise refrigerant management software through efficient processes.

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:

- Serving as 'the face' of client to our customers, which includes responsibility for the overall coordination of work between the customer and any other outside stakeholders
- Interface with requestors, key stakeholders, subject matter experts, and Learning Specialists to facilitate the training request intake process, scoping of projects, process documents, reports or other documentation in support of learning programs
- Coordination with Learning and Development staff regarding learning design, development, and implementation consistent with customer quality and schedule requirements
- Assists the Manager in evaluating program performance
- Establish and maintain necessary channels of communication, assuring total program awareness including key elements such as stakeholder relations and timely recognition/resolution of potential problems
- Maintain impeccable stakeholder and responsiveness to customer requirements
- Experience with project planning, oral and written presentation of project plans
- Motivated and independent individual to perform in a professional and

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

Sincerely,

Greer Hilpert