

Project Management Office Manager Cover Letter

65783 Lehner BranchSouth Dan, TX 20320-7165

Dear Avery Hahn,

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

Previously, I was responsible for full personal and effective control of a project by the application of knowledge, skills, tools, and techniques to describe, organise, oversee and control the various project processes as described within the Companies Business Process Manual.

My experience is an excellent fit for the list of requirements in this job:

- Communicates professionally and effectively in English, both verbally and in writing, and possesses exemplary organizational skills
- Database/Web or other programming experience (Preferred)
- Effective time management skills and attention to detail (Preferred)
- Knowledge of Healthcare/Clinical Operations and physician office practices (Preferred)
- Cerner, MS Visio, MS Project, and MS Office Suite skills (Preferred)
- Knowledge of financial and revenue cycle operations (Preferred)
- Knowledge of PMI methodology (Preferred)
- PMI Membership (Preferred)

Thank you for taking your time to review my application.

Sincerely,

Phoenix Schuster