

Project Manager Assistant Cover Letter

35122 Daniele ClubWest James, VT 36143

Dear Brooklyn Maggio,

I am excited to be applying for the position of project manager assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for full administrative support for executives within the organization which includes scheduling travel arrangement, email management, filing expense statements, calendar management, document control, database management, document trackers and project correspondence.

Please consider my qualifications and experience:

- Demonstrable experience of successfully seeing projects through the entire 'lifecycle'
- Good overall knowledge of the process of Introduction of trains onto the UK Network is desirable
- Knowledge of the needs of the Operators and Infrastructure owners in the UK is desirable
- Knowledge of HSE regulations and construction standards
- Reasonable understanding how to develop and implement the project EHS (Environmental Health and Safety) Plan
- Knowledge of the Texas Manual on Uniform Traffic Control Devices
- Experience with Qualified Products Lists and material application processes
- Experience with the use of light highway equipment

Thank you for your time and consideration.

Sincerely,

Morgan Kozey