

Project Manager Assistant Cover Letter

890 Sebrina Point Twannatown, MS 41368-6842

Dear Royal Nicolas,

I would like to submit my application for the project manager assistant opening. Please accept this letter and the attached resume.

Previously, I was responsible for recommendations to internal business groups on process improvement projects by analyzing business process flows and identifying changes.

Please consider my experience and qualifications for this position:

- Implement a quality plan that ensures the customer's specified performance criteria in design and construction
- Financial administration experience of consultancy based projects
- Advanced knowledge of Microsoft Excel and good knowledge of other MS Suite applications, specifically Word
- Demonstrable knowledge of effective team working and communication
- Writing reports, formatting documents and quality checking for document issue
- Strong and confident communicator with good organisational skills
- Demonstrable experience within a project environment preferably within the transportation sector
- Some understanding and experience of ITS/Technology projects preferable

Thank you for your time and consideration.

Sincerely,

Justice Schiller