

Project Manager Associate Cover Letter

9533 Emilie Roads Lake Benny, VA 72623

Dear Rory Schaefer,

I submit this application to express my sincere interest in the project manager associate position.

In the previous role, I was responsible for project Management and Engineering on small to medium capital projects from initiation through start-up and closure documentation.

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

- Confident and defensible decision-making, particularly when priorities and business needs are contradictory
- Experience in client partner business development, planning, prioritization and roadmap creation
- Experience managing and negotiating project budgets/timelines for a creative digital design company or department
- Plan daily or project-specific schedules, and deliverables within deadlines, and managing project trafficking
- Provide leadership and coordination on day to day activities between internal departments and external agencies
- Collect data and proactively identify, communicate, and solve issues
- Generate monthly reports on utilization of resources/ Key performance Indicators
- Understanding of video and photography production environments, technologies and capabilities in the corporate environment

Thank you for taking your time to review my application.

Sincerely,

Dakota Shields