

Records & Information Management Cover Letter

1361 Daugherty StreetsNew Normanberg, DE 81076-0621

Dear Shae Block,

I submit this application to express my sincere interest in the records & information management position.

In the previous role, I was responsible for subject matter expertise based on extensive knowledge of agency retention policy, organizations, functions, and products to offices in preparation and/or response to internal and external inspections;

Please consider my experience and qualifications for this position:

- Understands data classification, data protection and records retention, what drives each, and how each is important to information management best practices
- Customer service experience and management of global information management services
- Exhibits strong communication and consulting skills relevant to information management and the management of global information management services
- Affiliation with industry records and information management networks and professional associations
- Possesses solid project management, process improvement, analytical, and presentation skills
- Experience supporting effective records and information management policies across a global organization
- Experience as a Business Analyst and Project Manager for small and medium sized projects
- Experience with toolsets that support data classification of unstructured content and systems

Sincerely,

Justice Connelly