

Records & Information Management Cover Letter

24303 Grady CentersNew Myongtown, WI 40349

Dear Cameron Bogisich,

I would like to submit my application for the records & information management opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for expert strategic, tactical and operational advice and guidance on SLA's records management policy, retention schedules and local business and operational issues.

Please consider my experience and qualifications for this position:

- Knowledgeable of database structure and report creation
- Current awareness of regulatory requirements for clinical trials (ICH/GCP, FDA, EU Directive) preferred
- Leads strategic direction for information governance, data quality, information architecture and information asset management capabilities and working with program management community in prioritizing and funding capabilities delivery, as needed
- Directs and collaborates with business and IT partners on utilizing information governance, data quality, information architecture and information asset management capabilities in support of achieving business operations and strategic goals and objectives
- Provides the leadership, motivation and environment necessary for building high performing teams that collaborate with enterprise stakeholders in defining information governance, data quality, information architecture and information asset management capabilities that supports business needs
- Advises executives on institutionalizing and maturing information governance, data quality, information architecture and information asset management capabilities to include providing advice on satisfying regulatory requirements related to information governance and management
- Partners with business and IT teams to drive effectiveness and value of

- Capable of managing small projects

Thank you for taking your time to review my application.

Sincerely,

Hayden Russel