

Records & Information Management Cover Letter

984 Toy GlenEast Gusland, UT 41336

Dear Alexis Hagenes,

Please consider me for the records & information management opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for input in the review and updating of the VCI Records Management Policy and associated General Procedures;

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience with systems for imaging, document management, enterprise content management, or email management, preferably with the configuration and/or administration of those systems
- Comfortable working with different software programs
- Capable of lifting up to 50 lbs., push carts, and stand, sit or walk for extended periods of time
- Experience with Records Imaging
- Reports and is directly accountable to the Clinic Manager or Clinic Administrator
- Project management, resource management, administrative, and technical capabilities, , effective verbal and written communication skills in relating to colleagues and associates both inside and outside the organization
- Prior eTMF experience (e.g., Documentum, Veeva Vault eTMF, Wingspan)
- Strong change management skills and conflict resolution skills are essential

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Phoenix Terry