

Risk Coordinator Cover Letter

568 Craig VistaNew Lorenetown, PA 50350

Dear Baylor Schroeder,

I would like to submit my application for the risk coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for on-going end-user systems training to ensure continued and correct use of processes and applications and to roll out new tools and procedures.

Please consider my experience and qualifications for this position:

- Demonstrated project management skills, with an emphasis on creating strong internal and external partnerships to drive results
- Experience presenting information to senior-level audiences (e.g., regulators, senior management and boards of directors)
- Knowledge and experience in operational and/or enterprise risk management for a large-scale business (banking industry experience preferred)
- Knowledge of project techniques, tools and methodologies with experience in project management
- High level of skill using Microsoft Project and Microsoft Office Suite of Products (Word, Excel, PowerPoint, Visio)
- German, French, Italian and Japanese as a third language preferred
- Healthcare professional, preferably RN or clinical background preferred
- Florida Licensed Risk Manager recommended

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

Sincerely,

Haven Nienow