

Scheduling Supervisor Cover Letter

43227 Angeline SquaresPort Rachelemouth, AR 80684-9838

Dear Robin Fahey,

I am excited to be applying for the position of scheduling supervisor. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for guidance and resolutions to the Operations and Maintenance Schedulers on unique situations while maintaining the Collective Bargaining Agreement.

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

- Will be knowledgeable of surgery scheduling processes performed by direct reports, and have a thorough understanding of the overall Customer Logistics and Service (CLS) and Customer Service (CS) organizations
- Monitor team efficiency and effectiveness based on pre-determined organization performance metrics
- Knowledge of Medical terminology, CPT codes, and general comprehension of surgical procedures and equipment
- Knowledge of insurance contracts and non-covered procedures
- Cardiothoracic experienced preferred .• Bi-Lingual preferred
- Intermediate-advanced knowledge of the Microsoft Office suite with a strong emphasis on Excel and data analysis
- Experience working in a manufacturing industry such as office furniture or cabinet manufacturing
- Experience working with an industry that has an international supply chain

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

Sincerely,

Corey Runolfsdottir