

Team Coordinator Cover Letter

833 Cormier Forest East Vivianport, IA 09957

Dear Onyx Armstrong,

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

Previously, I was responsible for strategic and thought leadership on maturing and optimizing of the Third Party Risk Management (TPRM) and Mergers & Acquisitions (M&A) programs.

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:

- Insurance verification and reimbursement experience
- Computer experience with Electronic Medical Records, Microsoft Word, and Excel
- Approachable with a problem-solving attitude and a smile
- PQI and PPQA knowledge and experience preferred
- Six Sigma trained preferred
- Geometric dimensioning and tolerance experience preferred
- Intermediate levels for Microsoft office suite
- Experience with SAP, Objective, TRIM and procurement process desirable

Thank you for your time and consideration.

Sincerely,

Quinn Schinner