

# Third Party Management Cover Letter

39437 Yundt RanchThersashire, WA 57774-6776

**Dear Baylor Dooley,**

I submit this application to express my sincere interest in the third party management position.

In my previous role, I was responsible for substantial business line guidance with responsible parties to ensure compliance to program requirements and applicable regulations.

Please consider my experience and qualifications for this position:

- Experience in reviewing Service Organization Controls (SOC) reports (e.g., SSAE16s)
- Experience in planning, organizing, and conducting on site Third Party Assessments and Reviews
- Comprehensive knowledge of IT and business functions, including a understanding of IT domains, threats and assets
- Prior experience in managing teams in a direct or matrix capacity
- Drives the strategy of the Third Party Information Security program
- Manage all third party work for the BTS according to the Schwab Bank Third Party Management Policy, program plan, and procedures
- Meeting administration , meeting organization, agenda management, meeting minutes, follow-up on task list, preparation of discussion material
- Program status reporting, create implementation roadmap and manage project plans

**I really appreciate you taking the time to review my application for the position of third party management.**

Sincerely,

Landry Batz