

# VP, Project Manager Cover Letter

682 Kemmer MountainsPort Stephanside, WV 08415-7243

**Dear Reese Schultz,**

I submit this application to express my sincere interest in the VP, project manager position.

In the previous role, I was responsible for resources or strategic guidance to maintain organizational competency in change and communication management, project management, business analysis, and other supporting skillsets.

Please consider my qualifications and experience:

- Understanding of banking operations processes and products (Investment Banking, mainly in Securities, specifically on Securities Borrowing/Lending and collaterals) will be advantage
- IT Technology room design principles, BS EN 50600, TIA 942 etc
- Extensive commercial experience managing and administering FF&E purchase orders, vendor contracts, control of project cost, schedule, change management, and risk management
- Extensive experience building, leading, and managing teams by providing strong and clear leadership and motivation
- Highly proficient in MS Office products (Visio, Project, Excel, Powerpoint)
- Experienced in working in a direct and matrixed team structure
- Proven stakeholder management skills in the interactions with various internal business partners across different seniority levels and locations (regional / global)
- Understanding of banking operations processes and products (Investment Banking / Private Banking, mainly in Securities, OTC, FX, MM and Structured Notes etc) will be advantage

**Thank you for taking your time to review my application.**

Sincerely,