

VP, Project Manager Cover Letter

38770 Rosia TracePort Christopher, AL 42212

Dear Royal Kertzmann,

I would like to submit my application for the VP, project manager opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for management support to Project Quality & Risk Management staff, especially in the Safety Services functional area.

Please consider my qualifications and experience:

- Improve process efficiencies across all research-related activities
- Coordinate with Talent Acquisition to recruit staff
- Ensure infrastructure requirements for new hires (security, training and hardware)
- Ensure contingency plans are in place for all facets of the business (beyond just staff attrition)
- Develop progression and contingency plans for MIS managers, supervisors and staff so there is a smooth transition when turnover occurs
- Process Engineering- Has been trained on Lean methodologies through a boot camp and preferably been through a lean wave and/or been a change agent for the silo
- RPA Knowledge– preferably has experience with / understanding of RPA and usage
- Excellent organisation skills to manage the silo portfolio

Thank you for considering me to become a member of your team.

Sincerely,

Quinn Cummerata