

Scheduler / Planner Cover Letter

70016 Barry StreetWalterville, NM 45611

Dear Drew Goldner,

Please consider me for the scheduler / planner opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for bi-weekly update reporting for the project including 4 week look ahead, critical path analysis and manpower/resource reporting and forecasting.

Please consider my experience and qualifications for this position:

- Six Sigma Certification Green Belt or higher Primary (Essential)
- Training on shop floor reporting systems, SAP knowledge preferred
- Fluent Russian and English speaker
- Perfect knowledge of local Regulations and Norms
- High level of personal responsibility and initiative
- Systems orientated/Goal driven
- MS office/MS Visio/MS PowerPoint
- MS Project, Primavera

Thank you for taking your time to review my application.

Sincerely,

Finley Donnelly