

LARRY SPARKMAN

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Dear Sir/Dear Madam:

As a project management specialist with a Masters Degree in Project Management, PMP certification, ITIL Certification and experience applying information technology best practices to the enhancement of company profitability and processes, I am writing to express my interest in a Project Management and/or Business Analyst position within your firm. Equipped with demonstrated expertise in project management, technical life cycle methodologies, and personnel mentorship and training, I am confident in my ability to deliver superior results with professionalism and pride.

As a Project Management specialist and consultant to several global IT and software development firms, I:

- Established, oversaw, and trained high-performance teams for several efficient Project Management Offices.
- Trained and mentor project managers, technical leads, and business analysts in the use of unique and customized information gathering and needs analysis tools and techniques.
- Heightened project visibility and sharpened communications with executive management through development of a stable and consistent approach to project scope and objective definition processes.
- Orchestrated a strategic plan to integrate water monitoring data from 5 distinct areas into a central database, commanding the definition of 15 sub-projects and approval of a \$2 million operating budget.
- Achieved the Davis Productivity Award for developing an online self-certification program for the Office of Submerged Lands and Environmental Resources, commanding 6 project resources and a \$50,000 budget.
- Spearheaded technical writing for a winning proposal to assess Y2K readiness for the State of Iowa, ensuring the successful execution of the \$1.2 million project as Technical Manager.

I would welcome the chance to discuss my offerings with you in a more personal setting, and have included my contact information for your convenience. Thank you in advance for your kind consideration and I look forward to speaking with you further.

Sincerely,

Larry Sparkman PMP MSM
www.larrysparkman.com