

I am writing to express my keen interest in the Grants Management Analyst position at the Indiana State Budget Agency (ISBA), as advertised on [Platform where you saw the advertisement]. My extensive experience in data analysis, process improvement, and project management, coupled with my proven ability to translate complex data into actionable insights, makes me a strong candidate for this role.

My background aligns perfectly with the requirements outlined in the job description. My experience at Westfield Fire Department, where I designed and developed dashboards and reports using Power BI, MS Excel, and other tools to visualize data and assist stakeholders in making informed decisions, directly reflects the need for data-driven insights within ISBA's new eCivis grants management system. My ability to extract information from diverse sources, as demonstrated by my work extracting financial data from multiple systems at Westfield Fire Department, will be invaluable in navigating the complexities of state and federal grant administration.

Furthermore, my experience in process improvement and change management is extensive. At CA Technologies, I identified and resolved bottlenecks in license request processes, significantly reducing processing time. This experience, coupled with my Six Sigma Black Belt certification, demonstrates my proficiency in identifying process redundancies, implementing improvements, and effectively communicating changes. My Project Management Institute (PMI) certification underscores my ability to lead and manage the implementation of the new grants management system and associated change management plan.

My proficiency in data analysis extends to a deep understanding of federal grant requirements (including 2 CFR 200) and state financial requirements (including the state Financial Management Circular), which I gained through years of working with data across

multiple sectors. While I lack direct experience with eCivis, my adaptability and rapid learning capabilities enable me to quickly master new software solutions.

I am confident that my skills and experience will be a valuable asset to ISBA as it implements eCivis and works towards maximizing the efficiency and effectiveness of its grant management processes. My passion for improving public services and contributing to the well-being of Indiana residents aligns seamlessly with ISBA's mission. I am eager to learn more about this opportunity and discuss how my qualifications can benefit your team.