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July 26, 2025

Green Key Resources Hiring Team

Green Key Resources

SUBJECT: Application for Operations Project Manager at Green Key Resources

Dear Green Key Resources Hiring Team,

I am writing to express my keen interest in the Operations Project Manager position, as advertised on LinkedIn. With over 10 years of experience managing complex, operations-focused projects, particularly within the healthcare sector, I am confident that my background aligns perfectly with the requirements of this role.

My experience includes leading end-to-end initiatives that directly parallel the responsibilities outlined in your job description. For instance, at Bodytech, I led the development and implementation of the company's CRM and billing software, a large-scale project that automated member transactions and streamlined financial operations across 60+ sites. This work involved extensive stakeholder management, process improvement, and creating reporting metrics to ensure visibility for leadership.

Additionally, my work with healthcare clients like San Rafael Hospital involved managing the implementation of medical imaging integrations and patient flow systems. This required gathering detailed business requirements, managing system transitions, and ensuring seamless change management to improve practitioner workflows and operational efficiency.

I am highly proficient in managing large-scale workflows, developing clear project work plans, and presenting status updates to all organizational levels. My adaptive approach to project management, combining both Agile and traditional methodologies, allows me to effectively drive projects to successful completion.

I am eager to bring my background in operations project management and my direct experience with billing and enrollment systems to your client's team. Thank you for your time and consideration. I look forward to discussing my qualifications further.

Sincerely,

Andres Jimenez