Dear Acquisition Team,

This application is in response to your advertisement for the Senior PM, Medical Education Position. I am interested in working for your organization because of the opportunity to apply my education, previous work experience and interest in a rewarding career. I believe my background, excellent work ethic and proven success working with people makes me a strong candidate for this position. As outlined in the enclosed resume, I have completed my Bachelor's degree in the field of Psychology with special concentration in Sociology, Business Administration and Human Resource Management. I've completed my Master's degree in Human Resource Development at Bowie State University, where I focused on Educational Training and Design, Consulting, Leadership and Organizational Health.

My previous work experience as a Program and Continuing Medical Education Manager includes a great deal of work developing, planning and managing information with great attention to details and deadlines. It has also allowed me to design educational activities for physicians, nurses and pharmacists paying close attention to new treatments, drug releases and clinical trials. I have extensive meetings management experience most especially in conference and vendor management. I have advanced knowledge in fundraising, proposal writing, marketing, budgeting and invoicing. During my time at Clinical Care Options, LLC I developed and managed multimillion dollar educational live and enduring activities, tools and enhanced physician education by cultivating new partnership relationships.

My consulting experience will highlight my work with organizations to improve their bottom line while enhancing employee education and consumer satisfaction.

I believe these skills, along with my diversified background in multicultural settings, extensive experience in healthcare and medical education, previous experiences working in various educational organizations, consulting in the political, legal and nonprofit arena and strong verbal and written communication skills are essential to the advancement of any company.

I am seeking compensation in the 105k-134k range.

Thank you for taking time to review the attached, if you should have questions please feel free to contact me at 202.904.8285. I look forward to hearing from you in regards to this opportunity.

Thank you,

Nina Taylor