

Arvell Anthony

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Dear Sir or Madam:

I am writing to express my interest in the Project Management position that is currently available with your organization. I believe my background and education would make me the perfect candidate for this opportunity. I hold over 7 plus years of Project Management in the combined areas of BioPharma, Broadcast Media and Information Technology.

I have worked with a wide array of technologies such as; Microsoft Dynamics 365 for Operations & Sales, SharePoint, Microsoft Power BI, SciQuest, Jira, Oracle ERP, ZenDesk, TestFlight, JDE, Documentum & Alfresco and have attained a thorough knowledge of the end to end project lifecycle, including - initiation, planning, design, execution, monitoring, controlling and closure of projects.

In my roles, I have also gained a thorough knowledge of Finance - Procure to Pay processes & Mobile App Development.

The following are highlights of my qualifications and accomplishments:

- Strong leader with a proven ability to deliver results and significant value to the organization - Led a cross functional team to initiative to drive user adoption of channel strategy tools, raising user adoption from 15% to 42% in less than 2yrs, while also managing & leveraging key lab supplies providers of life science products spend through consolidated supplier chanel strategy spend initiatives, which resulted in a managed spend growth from \$6.3M to \$20.2M.
- Built key relationships with senior and mid-level business partners (Vice Presidents, Senior Directors, Associate Directors, Researchers) within teams such as; R&D- Research, IT, Finance, Sourcing & Procurement, which allowed me to be influential in driving cross fuctional team iniatiavives.
- Experienced professional that motivates teams to achieve objectives.

With a history of successful contributions to teams on system intergration and mobile application projects, I will immediately impact operations at your organization. My strong organization skills, combined with my experience and ability to work collaboratively with multiple teams (Business Systems, R&D, Estimations, Business Operations, IT, Purchasing, Sourcing, AP, Legal, Finance), as well as my ability to thrive under pressure, allow me to play a crucial role in fast-paced environments.

Thank you for taking the time to read my cover letter and resume. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your organization. I can be reached by phone at 917-765-2296 or email at info@vorreiconsulting.com. I look forward to hearing from you.

Sincerely,

Arvell Anthony



Vorrei Consulting, LLC

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