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|  | **Dequita**  **Hall** | www.linkedin.com/in/ddhall-mba  832-725-7956,  dequita.hall@gmail.com |

Dear Mrs./Ms. Glubisz,

I am writing to express my interest in the Director of Office of Sponsored Programs. With over 30 years of experience in research administration, including expertise in grants administration, research contract negotiations, human subject regulatory compliance, and clinical research billing, I am well-prepared to contribute to your organization's mission.

In my previous role as Assistant Director, Research Administration - Clinical Research Billing and Grants at Texas Children’s Hospital, I lead and mentor a team of seven, which includes three analysts, one grants administrator, one lab technician, and one administrative analyst. This position has afforded me the opportunity to build strategic relationships with various departments, including the Office of Research at our academic partner, Legal Services, Compliance, Institutional Risk, Information Services, and Revenue Cycle. These collaborations have been essential to ensuring the success of our clinical research initiatives.

Previously, as Research Manager, I oversaw the operational and financial aspects of one of Texas Children’s Hospital’s research facilities, managing multiple laboratories and cores while also handling clinical research billing. I have developed strong communication and interpersonal skills, which I utilize to collaboratively achieve both departmental and organizational goals. My exemplary leadership abilities allow me to make informed, independent decisions that align with organizational objectives and requirements.

Throughout my 16 years at Texas Children’s Hospital, I have earned a reputation for delivering results in a timely manner while maintaining the highest standards of quality and patient satisfaction. I believe I am well positioned for this role and would welcome the opportunity to lead this department in support of the company’s research initiatives.

I greatly appreciate you taking the time to consider my application. I look forward to the opportunity to speak with you further regarding how I can contribute to the continued success of the organization. Thank you again.

Regards,   
Dequita Hall