

Jordan Lee

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Hiring Committee
Meridian Operations

APPLICATION — SENIOR OPERATIONS ANALYST

Dear Hiring Committee:

I am applying to Meridian Operations because this opportunity calls for the same combination of judgement and execution that has shaped my work.

Operations analyst with 6 years of experience improving fulfillment, workforce planning, and service quality across multi-site teams. Advanced SQL and Tableau user known for translating complex data into practical operating decisions.

Two recent results show the contribution I can make.

Rebuilt weekly capacity planning for 14 sites, reducing premium freight spend by 18%. Automated the service-level scorecard and returned 12 analyst hours per week to investigation work.

What attracts me to Meridian Operations is the opportunity to apply that experience with a team that values clear decisions, careful execution, and measurable outcomes.

I would welcome the opportunity to discuss the role and the contribution I could make.

Sincerely,

Jordan Lee

Senior Operations Analyst