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Brooklyn Resume Studio
381 Union Street
Brooklyn, NY 11231

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Hello-

I am reaching out with interest in consideration for the Executive Assistant opportunity with Brooklyn Resume Studio. With more than 15 years of experience providing executive-level administrative and operational support, I am confident in my ability to apply my expertise and skill to this role in a manner that reflects my track record of demonstrated value and success.

My experience and skill sets cover a diverse range of responsibilities, from vendor and contract management, project oversight, presentation design, managing outside contractor invoicing & staffing, creating internal advertising campaigns, coordinating travel logistics, conferences and networking events, and managing global WebEx meetings of more than 1500 attendees. I have been recognized on multiple occasions for individual performance and continuous improvement and growth within the organization.

I consider myself resourceful, professional, and confident in my interactions with a varying range of personalities and levels of management. With the diversity and multitude of tasks of which I am accustomed to overseeing, I place a high value on truly getting to know the organization and the environment of which I'm a part, so that I am to tackle projects quickly and accurately.

I would appreciate the opportunity to discuss my qualifications and the interests of the role in more depth, and I look forward to speaking with you further at your earliest convenience. Thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick