

# Niema Becerril

Executive Assistant

Dear Serra Baselice,

I am thrilled to apply for the Executive Assistant role at Google. The prospect of contributing to a company renowned for its innovation and dynamic culture excites me immensely.

With over seven years at Microsoft, I honed my skills in managing executive schedules, coordinating cross-functional teams, and streamlining processes. My experience there has prepared me well for the challenges and opportunities at Google.

Some key achievements from my previous roles include:

- Spearheading a project to optimize scheduling systems at Microsoft, **reducing administrative time by 30%.**
- Facilitating seamless communication across departments, which resulted in **a 25% increase in project completion rates.**
- Successfully organizing annual leadership summits, enhancing team cohesion and strategic alignment.

My proficiency in project management and my knack for problem-solving have been the cornerstone of my career. Certified in both Lean Six Sigma and as a Project Management Professional, I bring a robust skill set to the table.

Additional qualifications include:

- **Certified Lean Six Sigma Green Belt**, ensuring process efficiency and quality.
- Recipient of the Microsoft Excellence Award for outstanding project contributions.
- Active participant in local non-profit initiatives, emphasizing community engagement and leadership.

Google's mission to organize the world's information and make it universally accessible resonates deeply with my values. I am particularly inspired by your recent initiatives in AI and sustainability, which align with my passion for technology and environmental stewardship.

I am eager to bring my expertise to Google and contribute to your forward-thinking projects. I look forward to the possibility of discussing how I can support your team's goals.

Warm regards,

To

Serra Baselice

Google

88 Casco Bay Drive, Portland, ME

From

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