

# Johnasia Meditz

Office Manager

Dear Marcele Mckercher,

I am thrilled to apply for the Office Manager role at Google. The prospect of contributing to such an innovative and dynamic company is truly exciting.

With over eight years at Deloitte, my journey has been rich and varied, allowing me to gain profound insights into managing complex operations and leading teams to success.

Some key achievements from my previous roles include:

- Spearheaded a cross-functional initiative at Deloitte that resulted in a **30% increase in operational efficiency** within a year.
- Managed a team of 15, driving a project that improved client satisfaction scores by **25%**, showcasing my ability to lead with impact.
- Developed and implemented a training program that reduced onboarding time by **40%**, demonstrating my strategic planning and execution skills.

Beyond these accomplishments, I hold a Six Sigma Green Belt certification, underscoring my commitment to process improvement and quality management. My ability to foster strong relationships within teams and across departments has been pivotal in my leadership journey.

Additional qualifications include:

- **Certified Project Management Professional (PMP)**, enhancing my capability to manage diverse projects effectively.
- Recipient of Deloitte's Leadership Excellence Award, reflecting my dedication and influence within the organization.
- Volunteer coordinator for local community events, highlighting my commitment to social responsibility.

Google's mission to organize the world's information and make it universally accessible resonates deeply with my values. The company's emphasis on innovation and excellence aligns perfectly with my career aspirations and personal ethos, making it an ideal environment for my next professional chapter.

I am eager to bring my skills and passion for excellence to Google and would welcome the opportunity to discuss how I can contribute to your team.

Warm regards,

**To**

Marcele Mckercher

Google

1600 Research Boulevard,  
Rockville, MD

**From**

Johnasia Meditz

Missoula, MT

(189) 429-4912

[johnasia.meditz@gmail.com](mailto:johnasia.meditz@gmail.com)