

Alissah Galownia

Personal Assistant

Dear Frieda Landsberger,

I am thrilled to apply for the Personal Assistant position at BELAY. This opportunity aligns perfectly with my passion for providing exceptional support and my commitment to excellence in every task I undertake.

With over five years of experience at Time Etc, I've honed my skills in managing schedules, organizing events, and streamlining administrative processes. My background has equipped me with the versatility and dedication needed to excel in dynamic environments.

Some key achievements from my previous roles include:

- Spearheaded a project at Time Etc that resulted in a **30% increase in team efficiency** by revamping communication protocols.
- Managed the calendar for a senior executive, ensuring **zero scheduling conflicts** over a two-year period.
- Developed a client feedback system that improved service ratings by **15%** within six months.

In addition to these accomplishments, I possess a knack for problem-solving and hold a certification in project management, further enhancing my ability to contribute effectively to your team.

Leadership and community involvement highlights:

- **Certified in Advanced Microsoft Office Suite**, enabling me to optimize digital workflows.
- Volunteered as a coordinator for a local non-profit, leading a team to raise funds for community development initiatives.
- Recipient of the Employee of the Year award at Time Etc for outstanding service and leadership.

BELAY's dedication to empowering individuals and teams resonates deeply with my own values. The innovative work and supportive culture at BELAY inspire me, and I am eager to contribute to your mission of transforming the way people work.

I am enthusiastic about the possibility of contributing to BELAY and am open to discussing how my background and skills align with your needs. Thank you for considering my application.

Warm regards,

To

Frieda Landsberger

BELAY

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From

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