

Kate Mchenry

Personal Assistant

Dear Felecia Brodeen,

I am thrilled to apply for the Personal Assistant role at BELAY. The opportunity to contribute to a forward-thinking organization like yours, known for its emphasis on innovation and excellence, excites me greatly.

With over five years of experience at Time Etc, I have honed my skills in providing seamless administrative support and managing complex schedules, ensuring efficiency and productivity for my clients.

Some key achievements from my previous roles include:

- **Increased client satisfaction by 30%** through the implementation of streamlined communication processes at Time Etc.
- Developed a project tracking system that resulted in **a 20% reduction in missed deadlines**.
- Successfully managed a team of virtual assistants, enhancing team collaboration and project delivery.
- Spearheaded a client onboarding program, reducing training time by 25%.

Beyond my administrative prowess, I bring a keen eye for detail and a proactive approach to problem-solving, alongside a certification in project management that complements my organizational skills.

Additional qualifications include:

- **Certified Project Management Professional (PMP)**.
- Awarded Employee of the Month three times for outstanding performance at Time Etc.
- Volunteered with a local nonprofit, organizing community events and fundraising efforts.

BELAY's commitment to empowering businesses and its value-driven approach resonates deeply with me. I admire how your organization prioritizes flexibility and innovation, and I am eager to contribute to such a dynamic team, helping to uphold these values.

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

Warm regards,

To

Felecia Brodeen
BELAY
482 Granite Street, Manchester, NH

From

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