

# Eloyce Kaun

Personal Assistant

Beverly Camild,

I am thrilled to express my interest in the Personal Assistant role at BELAY. The opportunity to contribute to a company known for its dedication to exceptional service excites me immensely.

With over five years of experience at Time Etc, I have honed my skills in providing top-notch assistance and support, ensuring seamless operations and satisfied clients.

Some key achievements from my previous roles include:

- **Streamlined communication** channels for a team of 20, increasing efficiency by 30%.
- **Developed a client management system** that improved client satisfaction scores by 25%.
- **Trained and mentored** new assistants, resulting in a 15% increase in team productivity.
- Coordinated complex travel itineraries, saving the company thousands in travel costs.

My proficiency in multitasking, coupled with strong organizational and communication skills, positions me well to handle the diverse challenges of this role.

Additional qualifications include:

- **Certified in Advanced Microsoft Office**, enhancing productivity and document management.
- Recipient of the Team Excellence Award for outstanding service and support at Time Etc.
- Active member of a local community service group, contributing to various outreach programs.

BELAY's commitment to innovation and excellence resonates with my professional aspirations. I admire your focus on empowering remote work and aligning with values that prioritize both quality and flexibility.

I am eager to bring my expertise to BELAY and contribute to your continued success. I look forward to the possibility of discussing this opportunity further.

Warm regards,

**To**

Beverly Camild  
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**From**

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