

CARLOS GEORGESCU

Application for Contracts Assistant at Teck

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📍 Burnaby, BC

SUMMARY

Dear whom it may concern,

I am writing to apply for the Contracts Assistant role at Teck, a role told to me by my Career Counselor. I am very intrigued by the fact that I get to work on an international project, and would love to contribute to the project with my skills. I am very confident my business, technology and leadership skills I have gained in recent years will be valuable to the Quebrada Blanca Phase 2 project in Chile I will be assigned to.

I have founded my own non-profit organization, Rehumanity, that focuses on social inequality and social entrepreneurship. Recently, we have been focusing on implementing Cameroon's first recycling program with our ambassadors that live in Cameroon and got the project approved by their municipal government. I was in charge of communicating with our central ambassadors, reviewing their legal documents and fundraising for the project. I believe the experience I got from that project in terms of working with international operations and communicating long-distance with members, will be easily transferable to the Chile project where I may work in a similar environment. In addition, as the Internal Director of the organization, I am responsible for submitting our annual report to the Government of British Columbia with regards to our organization's progress and payment reports. Moreover, updating our Terms of Service and Nondisclosure Agreement (NDA) lies in my responsibilities as well, which provides me insight into the legal/contract work needed to maintain a non-profit.

One of my previous experiences was in the area of business at Illuminate Universe, a national non-profit organization promoting business & leadership education. I worked as their business development intern for their upcoming case competition at UBC. During my time as an intern, I worked with the executives to incorporate an e-commerce store to sell merchandise to create profit for their organization. I worked closely with the organization's Board of Directors and individually to create a viable store they will be incorporating later this year that would be selling hoodies and t-shirts from a 3rd party manufacturer. Throughout the project, I had to create multiple presentations with Microsoft PowerPoint about quality assurance and distribution, improving my overall presentation and communication skills. I also planned and implemented effective marketing strategies for conference recruitment, surpassing project goals drastically.

I know that your company is committed to responsible resource development all the way to 2030 with your six sustainability focus areas. Because of my experience working in both sustainability and business environments, I know that Teck will grow my career while also supporting my passion for a better future and give me the opportunity to contribute to them in a positive manner. I have always been very impressed by your companies efforts in providing sustainable solutions in their operations while building strong relationships with communities; a goal I strive for at Rehumanity as well.

I would be delighted to further discuss my experience and qualifications for the Contracts Assistant position at Teck. Please feel free to contact me if you have any questions or require any additional information at 604-537-7337 or carlos.georgescu@gmail.com. Also - I have attached my résumé for your review.

Best regards,
Carlos Georgescu