**AMANDA HALVERSON**

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Falcon Peak Development, Inc.

2003 E N Ave

La Grande OR, 97850

July 19, 2025

Dear Hiring Manager,

Please consider my application for your Executive Assistant/Data Analyst position listed on Indeed. I am confident that with my experience in a variety of industries, strong communication skills, and ability to learn quickly, I will fill and surpass your needs for this position, and you would be thrilled to have me on your team.

I have 30 years of experience as the manager, assistant manager, or performed the duties of an executive assistant in the food service, payday loan, construction, event planning, and data industries. At SQL Data Partners, I oversaw everything in the office. I helped manage the CRM and proposal templates so the sales team could work efficiently. I helped plan and execute data conferences in-person and online during and after COVID. I designed and ordered printed marketing materials, retractable banners, and promotional merchandise. I managed the podcast calendar, guests, recording schedule, audio and video editing, transcription, publication, marketing, and social media posts for the SQL Data Partners Podcast. The company sold in May 2023, and I remain the podcast editor.

At McGuireWoods LLC, an international law firm, I worked as one of three contractors aiding in a massive data migration. I learned the old and new software quickly, and within 2 weeks I was trusted with creating, populating, and adding attachments to my own databases. The contractor hired before me was not given that responsibility for 2 months, and subsequent contractors were set to more simple tasks. I was also asked to do the quality control for the work of other contractors. In the last 6 months of the project, I was the only contractor left. My supervisor and co-workers were distressed when they were unable to hire me permanently because I moved to a city where they didn’t have an office. They had to get special permission to allow me to finish the project 100% remotely.

I have worked fully remotely since I moved to Idaho last year, and have a quiet office setup with a KVM, double monitors, standing desk, and walking pad. I am currently back in school, about to finish my AA and move to Boise State University to earn my Bachelor’s degree in Computer Science.

Thank you for your time and consideration. I would like to discuss my qualifications and abilities with you as shown in my resume.

Sincerely,



Amanda Halverson