5/6/2011

To Whom It May Concern,

I am inquiring about the open position for a Leasing Consultant. I have a Bachelor’s degree in Science as well as an Associates in Allied Health and Science. I am very interested in this position and feel as if I would be a great candidate. Enclosed you will find my resume with education, experiences, and background.

I am a fast learner and very dedicated to my job.I can multi-task very well, and my communications skills both written as well as verbal are great. I believe that in order to have a team that works well together you must be able to have all of these skills. I love to work with people and I firmly believe that having a positive attitude is what makes for a positive environment.

I hope to perhaps set up an interview with you, to further discuss my accomplishments and my background for this position. I hope to hear from you soon.

Thank you for your time and consideration.

Sincerely,

Stephanie Vasseur

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| --- | --- | --- | --- | --- |
| Stephanie Vasseur  16B Mount Vernon Drive Vernon, CT 06066  (860)558-3615  [Stephanie.Vasseur16@hotmail.com](mailto:Stephanie.Vasseur16@hotmail.com) | | | | |
| OBJECTIVE | | | | |
|  | | I have excellent communication skills and work very well with others. I am a very dedicated worker, and always put all of my effort into my job. I have been in the customer service industry for several years now and I feel that working with others is one of my any strong points. I have had experience with word, excel, Power Point, and the general workings of a computer. | | |
| SKILLS PROFILE | | | | |
|  | | * Very personable * Excellent people skills * Good organizational skills * Experience with management * Ability to lead in any situation * Computer skills * Excellent customer service * Experience with schedules * Knowledge of Medical Terminology | | |
| EMPLOYMENT HISTORY | | | | |
|  |  | |  | |
| **Tunxis Grill 2010- present**  *Windsor, CT*   * Server, cocktail server * Running food * Running Sidework | | | |
| T.G.I.Fridays  *Manchester, CT* | | **2009-2010** | |
| * Bartender * Responsible for running side work, end of the shift side work * Running food * Possible trainer position in the upcoming future | | | |
| **Hockanum Crossing 2009-2010**  *Vernon , CT*   * Leasing Consultant * Leasing apartments * Filing, copying, etc. * Closing on apartments * Handling phone calls * Greeting all clients s they walk in   Round Red Robin | |  | |
| Manchester , CT **2004-2009**   * Server, expo, line cook, CDT (trainer), mid-manager * Responsible for the server schedule (40 servers) * Management experience * Running side work duties, as well side work at the end of the shift * Training new employees * Handling money | | | |
| EDUCATION | | | | |
|  | | Associate Degree-Nursing  Capital Community College  Associate Degree  Manchester Community College  Bachelors Degree  University Of Connecticut, Storrs CT  Diploma  Tolland High School, CT | | Fall 2011    2007-2009    2003-2007    1999-2003 |
|  | |  | |  |

**References**

* **Matthew Nord- (860) 778-7351 (General Manager for Margaritas East Hartford, CT)**
* **Joel Ansara- (860) 938-6883 (Kitchen Manager for Red Robin West Hartford, CT)**