



CAITLIN METZGER

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TO

Zilaida Salgueiro, Founder & CEO
Locals Compass
1001 SW Emkay Drive
Suite 100
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DATE

April 5, 2017

HELLO

I am interested in interviewing for the Community Development Associate role that is currently available with Locals Compass. As someone who is constantly seeking out new places and adventures, I've found home in all that Bend has to offer. I'm eager to join a crew that shares my passions and values, and creates a product and experience I fully support! After reviewing my resume, I hope to be a candidate for consideration.

My educational background includes a Bachelor of Science Degree in Business Administration with a focus in Hospitality and Tourism Management, and a Master of Business Administration in International Business. My studies have enabled to me further my understanding of business on both a domestic and international level, emphasizing the importance of culture and building positive global relationships. It has also allowed me to explore my interests in events and marketing, and has fueled my passion for travel.

I have an outstanding work ethic and am able to prioritize and meet deadlines, while maintaining excellent attention to detail and organization. I also have a strong background demonstrating superior customer service, which I've developed through various industries over the last decade. Most recently, as Events and Special Projects Coordinator for the Portland Business Journal, I assisted with event communication and social media, event collateral, logistics and payments. In this role, I also served as the point of contact for event registration and general inquiries. Previously, as Logistics & Purchasing Coordinator for Kurt Orban Partners, a company specializing in global steel trading, I was responsible for full spectrum purchasing and shipment management for domestic and international deals. This role greatly enhanced my ability to prosper in a fast-paced environment, while managing multiple projects and providing high-end customer support.

I have also served as Lake Ashton Community Development District (LACDD) Activities Assistant for Governmental Management Services, where I developed and facilitated activities programming and special events for a large 55+ residential community. This position required a high level of internal communication through weekly community meetings, print and digital media, as well as building highly collaborative and continued relationships with external clients and vendors. In this role, I was also responsible for overseeing a team of resident volunteers. I enjoy working in a team environment and have proven people management skills, having trained and managed others in both the food service and retail industries.

I'm eager to dive into a community, industry and role that I am passionate about. I believe that I will be a great fit for the Community Development Associate role and am confident in my ability to contribute to Locals Compass mission and success. Thank you for your consideration. I look forward to hearing from you!

Sincerely,

Caitlin Metzger