

August 8 , 2017

Crowd Favorite
www.crowdfavorite.com
Karim Marucchi
Jason Rosenbaum
Rebecca Courdy

Dear Karim, Jason, and Rebecca:

You may be wondering why a Senior Services Technician with MS Office experience is applying for a Project Coordinator position. If so, please take a moment to review my qualifications. You'll see that I have the required skills to transition into this new role. I am ready for this career change and guarantee that my work will exceed your expectations. Here is how my experience and skills meet your requirements:

As an office unit coordinator/Senior Services Technician many projects have come my way as part of the job description while others have been creative solutions to management's problems. As part of the job I coordinated and trained multiple volunteers to complete the data entry of over 5,000 files for archive. More than 10 years of backlog when I started.

Another project was in response to a problem management struggled with, the visibility of sub-contracted providers and the clients associated with each setting. After suggesting a database modification, coordinating the necessary field and data point connections, I was placed in charge data collection. Due to regulation changes, an additional staff member was brought in to continually manage the work.

My work with the state has changed many times in nine years and I have taken on the responsibility for development and presentation of reports. Working with the research and analysis unit, I designed several reports that offer insights into the number of applications per month, what providers have turned in applications and at what stage each application is in the process.

While my now grown children were young, I owned a small business. During the running of the business I learned many skills including web development both by coding and later with WordPress, project management (the hard way) and can point to 2 published books and 100 published patterns for dolls and miniatures. This is now a part time hobby business where I continue to challenge myself to learn more about web development while having fun "playing" dolls.

It is through all these and many other projects I believe I have the skills and abilities that will make me a Favorite. Project Coordinator at Crowd Favorite.

I look forward to the opportunity to discuss my credentials and how my expertise can help your organization. If you have any questions or would like more information about my qualifications, please feel free to call me at 907-707-5654 or email me at sue@sue-a-darby.com. Thank you for your consideration.

Respectfully,

Sue Darby

Enclosure: Resume