

JULIA DICARLO

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RMEI, LLC
Medical Education for Better Outcomes
Laurel Office Plaza
101 Laurel Road, Suite 200
Voorhees, NJ 08043

Dear Hiring Manager,

I am excited to submit my resume for a Medical Education Program Manager position at RMEI.

As a meeting professional with over 17 years of experience in program and event management, I possess the qualities outlined in the Program Manager Position description. As you will see from my resume, through my work experience I have gathered a multitude of useful skills. My range includes small KOL programs to large complex events, with an emphasis on medical education projects.

You will learn that I am a flexible individual, able to work effectively with all levels of persons. I take ownership of projects assigned to me. My maturity, calmness and level-headedness, enable me to quickly access situations and identify solutions for improvement. I am a confident decision-maker, able to build effective, positive working relationships. A previous manager once told me that I "have a special way with people". I believe that trait translates directly to my ability to influence others, excel in client relationship management, and work effectively with internal and external team members to contribute towards creating effective programs.

I pride myself on being organized and am naturally detail-oriented. Recently a previous client was searching for program data that was collected several years ago. She contacted me for help. After I located the needed files and sent them to her, she sent me an email thanking me for "keeping such good records".

I really believe my skills are a great match with what you are seeking, making me an asset in the day-to-day operations of programs at RMEI. I hope we have the opportunity to speak soon.

Sincerely,

Julia DiCarlo

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SALARY HISTORY

August 2002 – Present

Independent Program Manager

Annual Salary: \$70,000

Blue Chip Group, Oaks, PA

May 1996 – July 2002

Client Services Director

Annual Salary: \$50,000