

MELINDA L. BURDETTE

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Robert Michael Educational Institute

RE: Sr. Program Manager, Medical Education

Dear Sirs:

This letter is to express my interest in bringing my years of expertise in meeting/event planning and management to RMEI.

As my résumé indicates, my background includes close to 20 years of service in the management of continuing medical education meetings with both a medical school and with an international physician specialty society, the American Association of Clinical Endocrinologists (AACE). During my career, I have been responsible for the development and execution of thousands of physician professional meetings and events ranging in attendance from 5 to 3,000, establishing an excellent reputation with all clients and employers within all government and accreditation guidelines. I have lead teams of project managers in the execution of thousands of events, streamlining processes in a cost-effective manner, while never compromising the integrity of the experience. Over the years I have collaborated with executives from the pharmaceutical industry as well as with multiple Boards of Directors in executing their business/educational objectives. I have been designated a Certified Meeting Professional (CMP) by the Convention Industry Council and am ready to start working for you. Having worked with professionals for the majority of my career, I am confident that I can communicate and work effectively to deliver events that will live up to RMEI's expectations and reputation.

My most recent full-time salary was \$62,300 + benefits with no bonus structure. My salary is negotiable.

Thank you in advance for your consideration. If you have any questions, I can be reached at the number above. I look forward to hearing from you.

Sincerely,



Melinda L. Burdette