

To Whom It May Concern,

I have almost 20 years of experience as the head of office affairs in theater sales and marketing including office management, financial operations, sales and customer satisfaction. My background in business, accounting, management, theater and music make me ideally suited to a position in business for the creative arts. In order for the arts to survive and thrive, the operational side of the arts is integral and I am committed to that endeavor. My education, work history and my passion for the arts bring an invaluable skill set and perspective to ensure efficient and creative operations in any organization.

In my work as Office Manager for Caryl Goldsmith Group Sales and Account Representative at GreatWhiteWay.com, I honed the skills for what I call being a good detective; I have a critical eye for streamlining workflow so that the day-to-day operations of an institution run smoothly. When daily functionality is at peak performance, it allows for focusing on growth, creative planning and excellence of service resulting in patron and client satisfaction. As both the primary contact for high-end clients and customer service manager I've learned how to strike the perfect balance of fast problem solving in high-pressure situations while being able to guarantee the positive fulfillment of the needs of all parties involved.

I served as a liaison between GreatWhiteWay.com and Caryl Goldsmith Group Sales in the resolution of daily administrative duties and sales operations between both offices during an ongoing merger. I reorganized office plans, created a fluid exchange of funds and produced a cleaner method of commission restructure, working closely with accountants from 3 organizations.

I applied my ability to multi-task, attention to detail and excellent organizational skills with my combined work experience and performing arts experience to found a corporation for entertainment and musical productions. In my work with Because I Was Bored Productions, Inc., I have used all of my finely tuned skills as an office, accounts and customer service manager working with and managing theater groups, bands, handled bookings, financial strategies, product sales and touring all while often performing as well. I have also had the privilege of being able to give back to the local community by participating in numerous fundraising events for local causes, charities and people in need.

I have the unique sensibilities required to work on the business side of the creative arts because I can see the bigger picture of a creative production, and I understand the importance of the detailed processes involved in supporting the arts. I work well with others, I am detail oriented, and I have an unmatched work ethic as can be seen in the extensive time and hard work given to my employers, peers, clients and patrons. I look forward to speaking with you about how I can be an asset to your organization.

Thank You,