

Zimbra**applicants@upha.org**

Fwd: Future Opportunities

From : Executive Director <director@upha.org>
Subject : Fwd: Future Opportunities
To : Job Applicants <applicants@upha.org>

Wed, Jun 24, 2020 12:29 PM

 1 attachment

From: "Allison Massey" <amassey102015@gmail.com>
To: "Executive Director" <director@upha.org>
Sent: Wednesday, June 24, 2020 11:20:51 AM
Subject: Future Opportunities

6/24/2020

Allison Ricks
(585)991-8114

amassey102015@gmail.com

Hello,

I would first like to thank you for taking the time to read over my cover letter and resume. I graduated from The College at Brockport State University of New York with a Bachelor's Degree in May 2015. I graduated with a Bachelor's of Science, Recreation and Leisure, with an under study of Tourism. I bring my strong experience leading funding solicitation, event planning and organizing, as well as relationship building and management. I feel confident in my ability to significantly benefit your organization in this role. I am very interested in working for your company.

My background has consistently been characterized by my steadfast dedication to enhancing organizational performance and achieving, as well knowledge of the changing field. I have been working as an event and marketing manager for the past five years. My first experience with event planning was when I worked for Victor Parks and Recreation Department. I helped with town parades, drive-in-movies, concerts, sporting events, as well as a variety of other events. For my senior year of college I was able to intern for Pauleen Anne Designs and Marketing in Greece, New York. While at Pauleen Anne's I assisted with the design and planning of weddings, as well as marketing to local businesses. I would help improve the business website as well as the social media pages. I would create and design decorations for all upcoming weddings, meetings, anniversaries, and Gala events. The day-of-events I would help set up, organize the event, and help take down at the end of the event.

I am currently working at Flower City and Spatola's party rental as the event manager and marketing director. I organize and plan all upcoming events for the company. I meet with every client numerous times prior to the event. I am in charge of the event staff and ensuring the event goes smoothly. One of my daily tasks is to organize and schedule all staff members for events; as well as train the event team. I am able to maintain a fast paced environment, which is what I prefer. I love staying busy and knowing everything will be perfect at the end of the day. I truly enjoy the work of an event planner and marketing director. Throughout my career I have learned to be incredibly organized with a strong attention to detail. I am familiar with all aspects of writing requests for proposals. I am extremely skillful at making connections and

networking to advance a cause and form partnerships. I maintain the ability to harness my communication, networking, and persuasion talents to make significant contributions within any company. I am confident that my proven skills and qualifications will readily translate to this position and render me an invaluable asset to your team.

Right now, I am located in the State of New York. I will be moving to Utah at the end of July. Thank you so much for taking the time to review my information. Please feel free to call or email me at any time. With this email I have also attached my resume. I look forward to hearing from you in the near future.

Respectfully yours,

Allison L. Ricks



Resume_2020_PDF.pdf

67 KB
