

Emily Lightner
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July1, 2004

Mr. Mark Hodde
International Orthodox Christian Charities
110 West Road, Suite 360
Baltimore, Maryland 21204

Dear Mr. Hodde,

I was recently informed by one of your employees, Barbara Stashkevetch, that IOCC is currently seeking an Outreach Services Coordinator. As someone with substantial experience in an administrative environment, I feel I am an ideal candidate for this position.

I am honest, hardworking, extremely organized, and a very fast learner. I also have a strong desire to use my skills in order to help those who are less fortunate. As Orthodox Christians, we are *all* called to put our faith into action. Working for IOCC would not be merely a job, but a fulfillment of my duty to help out others in need.

Enclosed is my resume, which will provide you with additional information about my skills and abilities. I am very interested in this position, and I would greatly appreciate the opportunity to speak to you about it in further detail. Please contact me at the above phone number or email address at your convenience to set up a time for an interview. Thank you and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Lightner", with a stylized flourish at the end.

Emily Lightner

Enclosure: resume

EMILY C. LIGHTNER

5151 Pine View Drive. Glen Rock, PA 17327

Phone: 443.527.4100 / Email: emily_lightner@yahoo.com

Summary of Qualifications:

Highly capable, self-motivated administrative assistant with a proven ability to work independently or in groups and accomplish a variety of tasks quickly and efficiently.

Relevant Skills:

- Able to efficiently manage projects simultaneously.
- Strong ability to quickly learn and implement new programs and technologies.
- Proficient in the following software applications:
 - Microsoft Excel
 - Microsoft Word/Corel WordPerfect
 - Adobe Photoshop
 - GroupWise
 - Instant ID Plus
 - Newmarket International
 - Raiser's Edge

Experience:

The Walters Art Museum, March 2003 – Present

Operations Assistant

The Walters Art Museum is an internationally renowned organization whose collection of art spans 55 centuries.

Job Responsibilities/Accomplishments:

- Calculated biweekly payroll for 60+ employees within the Operations, Engineering, Security, Maintenance, and IT departments.
- Designed from the ground up, a new and more efficient system for leave scheduling and individual staff record keeping.
- Entrusted with the responsibility of maintaining master records for five entire departments.
- Reorganized layout of intranet-based staff ID bookkeeping system for increased accessibility and ease of use.
- Created various formula-based spreadsheets to aid in budget calculations for museum-wide events.

The Walters Art Museum, September 2000 – March 2003

Membership Associate

Job Responsibilities/Accomplishments:

- Consistently exceeded membership sales quotas.
- Recognized as a top sales associate.
- Trained new staff in promotion and enrollment of new membership.
- Utilized Raiser's Edge database for constituent management.
- Assisted with fundraising campaigns, direct mailings, and calls.
- Conducted ticket sales using Vista and Ticketmaster for Membership, Visitor Services, and the Box Office.

Education:

Towson University - graduated Summa Cum Laude, May 2003

Scholastic Accomplishments:

- Bachelor's of Arts, Painting
- 3.77 GPA
- Dean's List, eight semesters
- Golden Key Honor Society
- Towson University Honors College

Volunteer Experience:

Hispanic Apostolate, Summer 2002

English Tutor

The Hispanic Apostolate is a division of Catholic Charities dedicated to helping immigrants adjust to American life by tutoring them in our language and culture. Because I don't speak any foreign languages fluently, I was forced to better my communication skills in order to perform my duties. Doing so gave me an opportunity to experience various languages and cultures in a profound way.

Project Mexico, Summer 2002

Home-building Volunteer

Project Mexico is an Orthodox non-profit (501c3) organization dedicated to building homes for needy families and providing care for orphaned teenage boys in Tijuana, Mexico. Volunteering at Project Mexico gave me an opportunity to experience missionary work in a foreign land. During my one-week stay, we built a solid home for a family in need. I was able to experience firsthand the joy of coming together in Christ to fulfill His Word.