Alyssa Martinez

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I would like to formally express my interest in working for a prominent university or event management company. I am confident that my event management background and university recreation experience would be beneficial to your organization. Next month, I will have a master’s degree in sport administration from Belmont University in Nashville, Tennessee. This coursework coupled with my undergraduate work at the University of Florida has largely focused on event management and mass communication and has allowed me to develop strong organizational, communication and teamwork skills.

My current position as the Business Operations Graduate Assistant with the Department of Fitness and Recreation has allowed me to develop unique skills that a coordinator should possess. In this role, together with the area specific supervisors, I hire, train and evaluate more than 75 undergraduate and graduate employees. In addition to supervision of the staff and facility, I am also responsible for the departmental fiscal management, marketing and communications, membership services, strategic planning and assessments which demonstrates my organizational skills and attention to detail.

Prior to my graduate assistantship, I developed my event management background with companies including the University of Florida Alumni Association and Bridgestone Arena. In addition, as an independent contractor with Venue Solutions Group I currently assist with the benchmarking of guest experience such as customer service evaluation and facility condition analyses in venues across the country. All of these unique experiences have allowed me to build relational skills necessary for this position and have given me the ability to identify improvements where others may not recognize them.

Finally, my consistent positive attitude and high energy would be a great asset to any company that utilize my talents. Thank you for your consideration and I look forward to the opportunity to thrive in your great organization.

Sincerely,

Alyssa Martinez