

Studio Manager Cover Letter

69911 Stanton SpringsCummeratastad, FL 76091

Dear Ryan Spencer,

In response to your job posting for studio manager, I am including this letter and my resume for your review.

In my previous role, I was responsible for information to chapter Treasurer and chapter Executive Director for the preparation of reports to the Board and the national office including monthly profit/loss statements and the quarterly major gift report.

Please consider my qualifications and experience:

- Diary management for the office's Creative Director and other team members, including call and travel arrangements
- Direct contact with external developers to establish project timelines, whilst overseeing progress
- Involvement in hire of new studio team, and onboarding of new employees
- Management of expenses
- Contact with clients via call, email and in person
- Assistance with design of presentations
- An enthusiasm for VR/AR, tech innovation and product design
- Lead AND execute

Thank you for taking your time to review my application.

Sincerely,

Azariah Schaden