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13 August 2010

Attn: Alliance Recruitment

Re: Boardroom Executive

Dear Sir/Madam,

I write with great interest to be considered for the above career opportunity as recently advertised on www.seek.com.au.

As further detailed in my attached résumé, I have gained a wealth of professional experience in the hospitality industry including my current role as Vocational Teacher (Carrick Institute of Education) and previously as Business Owner/Manager - Event/Function Supervisor, Corporate Boardroom Waiter, Barista & Function/Cocktail Barman (Ajay's Solutions), Function/Catering Manager (Culinary Edge), Catering Sales & Onsite Event Manager (L Eat Catering), Event & Catering Manager/Hospitality Trainer (Clifford Wallace Agency), Food & Beverage Supervisor, Banquet/Catering Supervisor, Banquet/Catering Waiter & Barista (Chef's & Staff on the Run), Food & Beverage Manager, Banquet/Catering Supervisor, Banquet/Catering Waiter & Barista (Spotless Catering Services), Banquet Sales Executive, Conference Coordinator, Wedding Expo Banquet Supervisor, Banquet Waiter & Barista (The Regent Hotel Sydney), "The Island" Café Manager/Barista & Restaurant Supervisor (Whitsunday Island) and Personal Assistant (Neil Diamond, Lady Susan Renouf & Leo Schofiel).

Confident I would make a positive contribution as Boardroom Executive where I can utilise my 15+ years professional experience in a fast paced corporate environment, I welcome the opportunity to oversee the smooth running of the catering staff, coordinating the rostering and rotation of catering staff, overseeing training and development of the catering team, liaising with reception staff to ensure meeting room and catering requirements are met, assisting with audio visual and equipment set-ups when required, providing feedback to the Guest Relations Manager on process improvement and conducting team meetings and monthly catch-ups with direct reports.

Committed to ongoing professional development, I have completed a Perform CPR Certificate, Provide Basic Emergency Life Support & Apply First Aid (Senior First Aid), Certificate IV in Hospitality (Supervision), Certificate IV in Training & Assessment, Responsible Service of Alcohol, Interview Skills, Leadership & Team Building, Train the Trainer, The Beverage Course, Introduction to Windows and Professional Waiters Course. Additionally I am currently undertaking an Advanced Diploma of Hospitality Management at Ryde TAFE.

Find attached my résumé with professional referees who will verify my suitability, strengths and potential contributions. Thank you for your time and consideration in reviewing my application, I look forward to hearing from you soon. Should you have any further queries call me on 0415 652 987 anytime.

Yours sincerely,

Bronwyn Alyson