

# Jacqueline Christina Noguera

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Greetings,

My name is Jacqueline Christina Noguera and I am writing to you today to introduce myself to you and to your company.

Since beginning my career with the United States House of Representatives as an intern, I have found that my primary talents are organization, creativity in problem solving and I also possess superior relationship management skills.

I have an extremely eclectic background with regards to industry which highlights my adaptability and has expanded my knowledge over various subjects and organizations. However, the through-line has remained constant and that has been; organizational development.

While with Spencer & Walsh I built my first LAN and VPN. While with Snickelways Interactive I proposed and built the companies internship program as well as their on-line procurement structure. While with Burrelle's Information Services, I assisted the Vice President in establishing the company's New York office. I am most proud of my work with the American Museum of Natural History working within Operations during the construction of the Rose Center for Earth and Space. I am also extraordinarily proud of my work in sales as the only woman on the Manhattan Restaurant Team for The Discover Card. I feel that I would be a considerable asset to your company in an administrative capacity.

*You may review my online resume, writing samples and work projects at  
<http://www.jcnoguera.com/work.html>*

I would certainly welcome a discussion at a time, hopefully very soon, that would be convenient to your schedule.

I realize that you must have a very busy schedule and I would like to thank you very much for taking the time to review my qualifications. It is much appreciated. I wish you the very best.

Yours ever sincerely,

Jacqueline Christina Noguera

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