

It's a pleasure to meet you

As a highly motivated director, passionate for inspiring teams and sharing compelling ideas, I thrive to make a positive impact to department structure, branding, concepts and design. Interested in working with such a reputable company, I welcome the opportunity to be a part of your team. I offer ...

. core qualifications .

- Direct support for Executive, VP and CEO levels.
- Support, or development, of department hierarchy, structure, workflow and creative process.
- Developing brand identity, websites, print production, direct-mail, digital media and social media.
- Proven ability to recognize talent, hire, train and manage personnel.
- Proven ability to give Mac Tech support and setups.

Upon assessment, you will recognize my commitment, enthusiasm, and creative vision as valuable assets. I would be honored to share my knowledge, and resources, that helped to achieve ...

. accomplishments .

- Created Tropicana Entertainment's in-house advertising agencies system:
 - Infrastructure, work process, hiring, data trafficking, branding guidelines, department procedures, computer and network setups, plus more.
 - Results reduced operational costs from \$919,000 to \$550,000.
 - Savings exceeding \$365,000 annually.
- Established, directed, and lead, a team of 9 that produced:
 - Year one: 5,700 job requests.
 - Year two: 8,620 job requests (averaging 717 jobs per month).
 - To Date: 20,200 completed job requests (never missed a vendor deadline and stayed on budget).

My goal is to continue as a forward-thinker, and team player, that encourages, leads and learns. Together, we will look to embrace the changes in our industry, and technology, in order to make that positive difference for each client we serve. Enclosed is my resume. My online portfolio may be viewed at michaellleon.net. I look forward to discussing your objectives and how my skills can better serve your company.

Sincerely,
Michael Leon

P.S.

Thank you for taking the time to review my cover letter and resume. I sincerely believe I'm a perfect fit for your company. I'd welcome the opportunity to prove this to you by scheduling an interview at your convenience. Please call me at (609) 276 - 6108. Your consideration is greatly appreciated.



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