

**JAY BLAS JACOB CABRERA**

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November 30, 2012

Re: Administrative Assistant III

Dear Public Health Institute,

Attached is my professional info. My background is in non-profit executive management, and the teams that I have built and connected with have been some of the most amazing experiences in my life thus far. I have co-founded over 10 organizations some with budgets over \$500,000, and networks of organizations with over \$1,000,000+. My non-profit experience has me looking for a new opportunities in the non-profit or private sector where I can work with an other great team and make enough to meet my personal financial goals.

My multi-tasking skills are essential, working with multiple committees, and needing to manage national and international schedules for conference calls and their connection to local meetings and state/national gatherings involving the coordination of 100's of people's travel plans. My work is very technical and I am well versed in using time management and organizational tools, facilitation and non-violent conflict management.

I have had over a decade of experience running multiple non-profits, community organizations, businesses, startups, and dealing with corporate and non-profit finances, taxes, payroll and more. I am a excel master, including functions and graphs, and very proficient in Microsoft Word, Powerpoint, excel, I also can build simple websites and even iPhone apps.

If you do not feel like you want to jump into a full-time employment right away, I am available for contracting, or even hourly to give me a try. Thank you for your consideration and I look forward to hearing form you.

Sincerely,

Jay Blas Jacob Cabrera