

# Jamie Aitchison

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Dear Ms. Later,

Having honed my **exceptional organizational skills** helping animals in need with the National Anti-Vivisection Society (NAVS), I'm eager to return to my first love and area of study: the **performing arts**. My experience in **office administration** and **event coordination** and my **passion for performance** provides a diverse skill set essential for the **Administrative Assistant** position with the **Women's Board at the Lyric Opera of Chicago** listed on Chicago Artists Resource.

Initially hired to provide the "face and voice" of NAVS (**answering phones, greeting visitors, and composing correspondence**), the scope of my responsibilities quickly grew to include management of several concurrently running projects. For example, I **coordinated print pieces**, including direct mail and newsletter, acting as **editor and liaison** between staff and off-site vendors, **guiding content** from assignment to creation to proof to final print.

In addition, I provided **content for e-newsletters** and **social media outreach**. As **copywriter and editor** of NAVS' calendar fundraiser, I was also responsible for **fulfillment of calendar orders**. I also cultivated the Automatic Monthly Giving Program using **targeted messaging and personalized acknowledgments**. Under my direction, participants in this program increased from **less than 15 to more than 500 individual monthly donors**.

Maintaining projects in various states of completion developed a **focused attention to detail**; an extensive knowledge of **spreadsheets and databases organization**; appreciation for meeting **deadlines**; and **adaptability to changing priorities**. Meanwhile, accommodating individuals strengthened my **interpersonal skills**.

Beyond the office environment, I also have **strong public speaking and event management experience**, having developed, coordinated, and hosted trivia events throughout Chicago. By **interacting with individuals at every level** of business, from venue owners to floor managers to trivia players, I've seen first-hand how the value of **shared enthusiasm translates to a meaningful and diverse community**.

I'd love to tell you more about my **extensive experience, insatiable curiosity, and creative thinking** and learn how these skills can help the Women's Board continue to support the **transformational and innovative performances** created at Lyric Opera of Chicago.

Best regards,

Jamie Aitchison  
312-310-1928

Resume: [http://bit.ly/Aitchison\\_AdminAssist\\_WBLOC](http://bit.ly/Aitchison_AdminAssist_WBLOC)