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Director of School Support Services
CORA Services
8540 Verree Road
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To whom it may concern,

I'm writing to express interest in the Case Manager position listed on the CORA Services website. I'm passionate about improving the opportunities and well-being of those in my community and am dedicated to using my professional skills to that end. I believe that my experience with relationship building, collaborative teamwork, project support and management enables me to successfully pursue these goals alongside your organization.

As a youth development associate in Peace Corps, the ability to develop relationships, invest in the community and work independently was essential. My host organization had only 2 staffers and it was necessary for me to conduct classes and clubs without assistance. This was accomplished successfully by cultivating positive, caring relationships with local residents, assessing their needs and developing programs tailored to those needs. I gradually found other partners within my village and built working relationships with them by demonstrating dedication, reliability, consistently respectful behavior and achieving positive results with program participants. By the end of my two years, I was able to work not only with my host organization, but also with local school and kindergarten teachers, culture house staff, visiting instructors and teachers in the neighboring city.

Prior to my time in Ukraine, I worked as a project coordinator with Partner Engineering and Science, Inc. In this position, I was responsible for setting and meeting deadlines, communicating details quickly and clearly, and providing support to team members, outside contractors and clients. This required accurate reading of contracts, data entry and monitoring the progress of each project. I successfully conducted detailed research of each property we assessed, plotting exact boundaries and finding data, as fixing mistakes could cost crucial time and overlooking information could lead to inaccurate reporting. Attention to detail, team support and multi-tasking were necessary to sustaining the quality of our work. As our team grew, I assisted in training 2 new coordinators, reviewed their work, created reference materials and tracked their projects for timeliness and thoroughness. Before leaving Partner ESI, I trained my replacement in specific responsibilities with clients I was assigned to and created 5 page booklets on information relevant to each client.

As an office assistant with the University Relations department of my college, I had a wide range of responsibilities including data entry, customer service and office management. I answered the Alumni Association, university public and department-specific phone lines and was responsible for connecting callers to the correct resources, providing accurate information about upcoming events and handling calls from local media. I was also responsible for processing Alumni Association memberships, collecting dues and sending mailings for renewals and new accounts. Our office facilitated fundraising events and I processed ticket purchases, donations and attendance records. I ensured that constituent information in the University database was current so it could be used to maintain consistent support for the university. Before leaving, I wrote a 15 page manual for incoming office assistants so they could achieve proficiency within the first few weeks of their new position.

I'm excited by the opportunity to continue assisting members of my community in meeting their most essential needs. I believe I have the experience and skills to do so effectively as a member of your organization. If you have questions or would like clarification regarding my experiences, please don't hesitate to contact me.

Thank you for your time and consideration,

Marissa Furey