

**CHANEL DJIRAKOR**  
**400 Glendale Road, Unit C-52**  
**Havertown, PA 19083**  
**929-272-7910**  
[ChanelRasajna@gmail.com](mailto:ChanelRasajna@gmail.com)

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Greetings,

If you are seeking a dedicated, committed customer-service oriented human resource professional with a track record of success of building rapport, trust and creating strategies that transform into revenue streams, then my background and experience should be of interest to you.

Early in my human resource career, I learned the difference between *management* and *leadership* – you *manage* things and *lead* people.

*Managing things and leading people* is what I have been doing throughout my professional career. My assignments always seemed to be the same: collaborate on special projects assisting senior management in retaining the largest amount of skilled/unskilled workers...establish the correct protocol and code-of-conduct between decision makers and clients...oversee the day-to-day operations of internal and external staffs...resolve personnel issues between staff and management...put out any “fires” along the way...and have it all closed by yesterday!

I am known for my ability to solve and resolve employment and customer service issues and for doing whatever needs to be done to get a project completed on time and under budget. You will find me to be hard working, get along well with colleagues, subordinates and superiors, maintain confidentiality at all levels and work well under pressure.

In these difficult times, a department’s very survival often lies in the creativity of its human resource labor standards business analyst – whether it takes fearless cost cutting, negotiations with vendors, training staff in providing effective customer service methodologies or performing a wide range of administrative functions. My background includes it all!

If your “bottom line” isn’t what it could or should be, I welcome the opportunity to meet with you to discuss how my experience and expertise can best be used for your benefit. Thank you for your consideration. May I hear from you soon?

Sincerely yours,

***Chanel Djirakor***

Enclosure