Patricia E. Wolfsohn
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November 8, 2013

Betty Jean Grant, Chairwoman Erie County Legislature
c/o Robert M. Graber, Clerk of Legislature
4th Floor, Old County Hall
92 Franklin St.
Buffalo, NY 14202

Dear Chairwoman Grant:

I am applying for the Commissioner of the Erie County Water Authority position. It is time that the average hard working person is appointed to this commission rather than always appointing someone who has a well known name and position in society. I have insight and experience that would add a great deal to the Erie County Water Authority.

I possess a strong background in management, sales & marketing, radio and TV traffic management, promotions, and event planning. I am a self-directed individual with particularly strong skills in problem solving, organization, and planning. A quick learner, I am proficient in Microsoft Word, Excel, Power Point, Publisher, Print Shop, CBSI, and OSI, and possess strong written and verbal skills.

Sitting on committees and working various community events for the past 14 years, I am used to and good at multi-tasking in a fast-paced environment and dealing with deadlines. I have also been on my condominium board for the past 6 years, three of which I was president. During those three years, we did not have an increase in monthly condo fees due to my hard work at controlling costs while completing major projects such as a complete NYSERDA project that overhauled our boiler and HVAC systems. Currently, I am the Treasurer for my condo board.

I am a self-starter who thrives on the challenge of a new situation, concerned with maintaining a highly professional standard of performance as well as in insuring the delivery of thoughtful and quality work. I know you will be pleased with my work performance.

Enclosed is my resume for your review. I look forward to talking with you soon.

Sincerely,

Patty Wolfsohn

1088 Delaware Avenue, Buffalo, NY 14209-1628 716-883-5563 cofetlk@aol.com

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Employment History

Traffic Manager	WPXJ-TV/Ion Television, Buffalo, NY	2004-2012
National Advertising & Promotion Coordinator/ FM Sales Assistant	Entercom Buffalo Radio, Buffalo, NY	2002-2003
National Advertising & Promotion Coordinator	Citadel Broadcasting, Buffalo, NY	2000-2002
Assistant Event Coordinator	Kaleidoscope Events, Tonawanda, NY	1998-2000
Business Manager	Transit Valley Physical Therapy, Williamsville, NY	1996-1997
Associate Restaurant Manager	The Lodge at Vail, Vail, CO	1994-1995
Licensed Sales Representative	Stovroff and Herman Realtors, Williamsville, NY	1991-1994
Sales Associate/Accessory Buyer	House of Golf, Sarasota, FL	1989-1991
Assistant Director of Housekeeping	Longboat Key Club, Longboat Key, FL	1986-1989
Restaurant Manager	Sundial Beach & Tennis Resort, Sanibel, FL	1984-1986
Night Manager	Buffalo Marriott Hotel, Buffalo, NY	1981-1983
Front Office Supervisor & Assistant Director of Housekeeping	Hyatt Regency Capital Hill, Washington, DC	1979-1981

Education

Master of Professional Studies, Hotel Administration	Cornell University, Ithaca, NY	1979
Bachelor Of General Studies, Theatre/Communications	University of Miami, Coral Gables, FL	1976

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Summary

- Accomplished Traffic Manager, Sales & Marketing, Promotions/Events Coordinator, and Manager with experience in strategic analysis, event planning, marketing/publicity, budget administration, and supervision
- Effective communicator, coordinator, and liaison with sales representatives, account managers, senior executives, vendors, sponsors, staff, volunteers, and the public
- Advanced computer skills using Word, Excel, Access, PowerPoint, Print Shop, CBSI, and OSI

Experience

Operations Management

- Perform hiring, training, and supervision of staff of up to 98 people
- Work closely with guests to make their stay comfortable and enjoyable
- Ensure maintenance staff corrected any problems quickly and efficiently
- Work with staff to ensure their high performance standards
- Oversee local advertising, promotions, and special event coordination for major communications company with 200+ radio stations across the United States
- Deal directly with account buyers for effective programming that maximizes client needs
- Increased account volume of sponsors/advertisers from 5% to 100% through highly creative promotions/events and providing excellent service to account managers

Promotions

- Oversee all aspects of development and implementation for up to 25 client/sponsor promotions per week
- Prepare operating budget and closely administer budget to stay within established guidelines
- Oversee local advertising, promotions, and special event coordination for major communications company with 200+ radio stations across the United States
- Increased account volume of sponsors/advertisers from 5% to 100% through highly creative promotions/events and providing excellent service to account managers
- Work closely with national and local sales representatives to create concepts/strategies for promotional programs and events
- Evaluate and document promotion response and report information to account representative
- Analyze target market of accounts and develop innovative promotions that maximizes impact of assigned resources
- Write copy, determine presentation, and establish time frame of each promotion

Special Events

- Oversee planning, development, and implementation of major corporate/community
- events/fundraisers for 50-100,000+ people
- Create and integrate event themes into event location, promotion, food, entertainment, and prizes
- Book event location, equipment, entertainment, catering, and promotional products/services
- Supervise staff and volunteers in all aspects of implementation
- Coordinate all event activities from set up to break down
- Document event goals, achievements, financial statements, and guest feedback
- Work with vendors, sponsors, police, and the public in executing events