

Tori Beth Black

(864) 617-7973 · toribeth7@gmail.com · 409 Cedar Field Lane, West Columbia, SC 29170

December 11, 2018

Keller Williams Realty
496 Bramson Court, #200
Mt. Pleasant, SC 29464

To Whom It May Concern,

I am interested in applying for the Operations Manager/Executive Assistant position currently open with Found Properties Group at Keller Williams Realty.

I have a diverse background working in government relations, executive administration, communications, management and media relations. I believe that experience would allow me to substantially contribute to your company. During my time working for the Lieutenant Governor's official office, his campaign for governor, and for the United States Congress, I have regularly developed and executed communication and marketing strategies as well as served as the primary spokesperson for my employers to local and national media outlets. I have years of experience in planning and executing media and promotional appearances and official fundraising events. Furthermore, I have helped create and manage the websites and social media accounts of my employers, while developing content and graphics for all of the platforms. As the campaign director for Kevin Bryant's gubernatorial campaign, I led and organized the grassroots efforts, working closely with volunteers all over South Carolina. I also communicated directly with our consultant to manage and execute our overall strategy, including overseeing the campaign's finances.

The time I have spent in government positions has given me valuable experience in writing press releases as well as producing campaign commercials for television and social media use. Currently working in the Lieutenant Governor's official office, I oversee all executive administration duties, scheduling and constituent services.

While working in government relations, I have worked closely to a wide variety high-profile politicians including presidential candidates, congressmen and congresswomen, state senators, and agency directors. I am organized, determined, a quick learner and a self-starter. Thus, I humbly ask for you to consider my application, and I thank you for your time.

Sincerely,



Tori Beth Black