

KATRINA ROBBINS, PMP

52 JARED DRIVE ■ CUPERTINO, CA, 95014
krobbins@cox.net ■ 408-555-7673 ■ 408-555-8586

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Jared Russell
Google Inc.
1600 Amphitheatre Parkway
Mountain View, CA 94043

Dear Mr. Russell:

Having recently earned my Project Management Professional (PMP) certification and having contributed strong interpersonal skills and cultural sensitivity during 20+ years of experience (19 of them outside the US) in teaching/training and in management, I can make an immediate contribution to your organization on a project team involved in information systems, training, or sales.

I thrive in situations in which I can use my creativity and strong writing skills to produce positive results while working with multidiscipline/multinational project teams. Most recently I have sharpened my project-management skills while serving as a project developer/computer specialist for FEMA during the recent California wildfires. I can bring a unique set of management experience and problem-solving skills to your organization. Specifically, I can contribute the following to your bottom line:

- Experience in systems automation/conversion, having computerized personnel/training record management systems, course catalogs and schedules, registration processes and departmental correspondence;
- A solid record of establishing initial contacts and maintaining fruitful consulting and sales relationships with customers and service providers, as well as traveling to foreign destinations to meet with customers and host presentations;
- A history of designing and developing symposia and training courses to meet customer needs;
- A talent for identifying best service products within the customer's budget;
- The ability to write proposals, negotiate contracts, develop and implement marketing campaigns, as well as develop project costing models.

I am continually fascinated by such aspects of Google as Google Labs, your "technology playground." I am convinced that the creative training I will provide Google staff is an excellent fit with this innovative and risk-taking spirit.

As Manager of the Training Management Unit for the United Arab Emirates Monetary Agency, I directed the department that handled all details involved in presenting the agency's 300+ annual training courses. I can similarly develop and deliver training to your clients worldwide. As part of the agency's change management efforts, I developed a team of administrators and trained my UAE successor so that the department could operate effectively without expatriate supervision. By the end of my contract, the unit was setting the standard for efficiency and administrative excellence for the entire Institute. I would like to bring that level of managerial proficiency to Google.

I look forward to discussing how I can assist with your team's projects and will contact you soon to arrange a meeting. Thank you for your consideration.

Sincerely,

Katrina Robbins