

Richard Brooks

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Dear Sir/Madam,

Top notch analytical, management and people skills are a must in this fast-paced environment. I am a technical, human relations and management expert with a long-term vision, who is an extremely organized, quick strategic thinker and solution-builder, committed to empowering people and satisfying clients.

I am a strong leader who drives growth through innovation, collaboration, relationships and technology, with a total commitment to results measured by data and benchmarks. I have been recognized for leadership in the *private*, *public* and *non-profit* sectors and a multitude of different industries for high growth strategies and organizational turn-arounds.

I have enclosed my resume to support my application. It is evidence that I would bring valuable skills and experience to the position, including:

- **Experience:** 15+ year track record of success in public / private / non-profit sectors; achieved both MBA and Professional Engineering designations; sat on Committees, Boards and Community Councils.
- **Results:** Elevated a complex non-profit multi-stakeholder agency's revenues from \$1M to \$6M over 4 years during the *great recession*; negotiated all joint-venture partnerships, contracts and prices; diversified client base with annual key client growth of 75%; fashioned a world-class organization with over 99% customer retention; delivered a 40% proposal win-rate; managed directly 15 staff and over 3000 subcontractors and volunteers; increased staff productivity 400% with no lay-offs; generated operational efficiencies that increased output 10-fold, with a 90% reduction in operational costs and time; created a brand synonymous with quality, responsive and cost-effective services throughout the industry; developed first-in-the-world innovative on-line training & testing, and video interpretation services.
- **Performance:** Achieved the "No. 1" rank in its sector globally.

I would value the opportunity to talk to you more about this position, and how I could use my skills to benefit your organization.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Richard Brooks.

