
NANCY RICHARDSON

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OPERATIONS MANAGEMENT EXECUTIVE

Operations ▶ Supply Chain Management ▶ Planning & Inventory Management ▶ Logistics ▶ Systems Implementation
Startup, Turnaround & High-Growth Companies — High-Tech & Manufacturing Industries
MBA – International Business & Finance

March 1, 2008

Roger Clark, Director of Human Resources
ABC Manufacturing Products & Company, Inc.
3289 Harvey Drive, NE
Washington, DC 20018

Re: Director of Global Operations

Dear Mr. Clark:

Can you benefit from a senior-level operations executive with a proven record of reducing annual costs, increasing profit margins, identifying new revenue streams, and retaining top, qualified personnel?

For more than 15 years, I have efficiently met unique challenges in launching new products in domestic and international markets, spearheading new company-wide programs or introducing new business processes/systems. In each case, I have delivered significant results despite financial, market/industry, and organizational constraints.

Key career highlights that would interest you include:

- ▶ **As Director, Supply Chain for Tesla Motor** - implemented ERP system and assembled core team that led to the development and release of 20+ vehicles in North America and Taiwan within 18 months.
- ▶ **As Senior Director, Fab Solutions for Metron** - expanded market share, increased profits, and stabilized revenue stream during intense industry conditions.
- ▶ **As Senior Director, Supply Chain Management for Applied Materials** - saved customer millions of dollars in product acquisition costs by introducing processes that expedited product delivery time approximately 30%.
- ▶ **As Vice President, Business Development for Micronics** - exceeded sales projections by 20% and sold new product at 15% profit margin shortly after final development.

My strengths lie in the ability to drive revenue/profit growth and achieve cost-cutting initiatives for startup and turnaround companies in fast-paced, emerging environments.

At this point in my career, I am seeking new professional challenges where expertise in strategic planning, technical proficiency, staff development and training, program management, and operational leadership would be highly beneficial. I am very interested in the Director of Global Operations position and would appreciate a personal interview to discuss how I can contribute to your company's long-term growth.

Thank you in advance for your time and consideration. I look forward to hearing from you.

Sincerely,

Nancy Richardson