

THOMAS A. FOLEY

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To Whom It May Concern:

I am seeking full time employment or a contract-to-hire position, and am submitting my resume for your review and consideration. I am looking for a work environment that promotes the ideas of both professional and personal growth, is open in that it encourages and accepts input and contributions from everyone, is forward thinking, and is always asking "What if we...?"

I bring a diverse work history that makes me uniquely qualified to fill a variety of positions:

- More than **25 years** of **Technical Writing** experience related to software applications, general office policies and procedures, and mechanical system operations and maintenance.
- More than **20 years** of **Web** experience involving the use, design, creation, implementation, publishing and maintenance of both Internet and Intranet sites.
- More than **12 years** of **Project Management** and **Program Management** experience involving the formation, maintenance and settlement of plans, budgets, resource allocations, and expectations, as well as tracking progress, expenses, milestones and deadlines.
- More than **8 years** of **Business** experience as an owner and operator of my own craft product manufacturing company involving direct interactions with clients, suppliers, business partners, and state agencies, as well as materials purchasing, product manufacturing, product testing and fulfillment.
- Nearly a year of **Automotive Sales** experience qualifying prospects via phone, email, and text, scheduling appointments, meeting with prospects, building rapport, assessing needs, recommending and demonstrating product, negotiating sales, processing purchase paperwork, delivering vehicle, orientating client, and providing long term support.
- More than **30 years** of experience in an **office environment**, including the development, implementation and enforcement of policies and procedures, as well as purchasing supplies and coordinating facilities.

I am a U.S. Citizen and native English speaker. I have no agreements with former employers or clients that would restrict my acceptance of an offer for this or any other position. I have no disabilities, and no special arrangements would need to be made to accommodate my employment. I hold a valid U.S. Passport and am not opposed to travel.

I am available at any time to discuss my resume and work experience. I thank you, in advance, and I look forward to hearing back from you at your earliest possible convenience.

Respectfully,
Thomas A. Foley