

# KATIE MAGUIRE

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11/16/2020

The City of Flagler Beach  
105 S 2<sup>nd</sup> St  
Flagler Beach, FL  
32136

DEAR HIRING BOARD,

My name is Katie Maguire, and I would love the opportunity to work as the City Manager for Flagler Beach. I am certain you are eager to fill this critical position as quickly as possible, and I believe I would be a great fit.

Both my educational background in business and my managerial experience provide me with a unique advantage over other applicants. I am a team player who builds strong relationships with all stakeholders. I believe in a culture where growth and innovation thrive, where employees are supported and encouraged, and where together we become the best version of ourselves possible. This, in turn, creates the best environment for not only our city—but our entire state.

Please see enclosed for my resume and completed job application which provides more information regarding my experience and education.

I would love the opportunity to discuss this position with you further. Please don't hesitate to reach out to me via email or telephone.

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

Katie Maguire  
Enclosure

**KATIE MAGUIRE**

[kodersmom@yahoo.com](mailto:kodersmom@yahoo.com)

SKILLS SUMMARY

I have proven to be successful training and managing others while boosting morale and improving culture. I obtained my BS and MBA while working full time which has allowed me to gain hands-on experience as a leader within business.

EXPERIENCE

10/2017 – Current Time                      Summit Lawns                      Lincoln, NE  
*Office Manager*

I manage the daily operation of a lawn care company.

01/2017 – 05/2020      Lincoln Municipal Airport Authority      Lincoln, NE  
*Communication Center Operator*

I monitored radio traffic. I dispatched officers and maintenance personnel to calls as needed. I monitored all cameras and alarms throughout the airport. I monitor all air traffic.

02/2014 – 01/2017                      Delta Airlines                      Lincoln, NE  
*Passenger Service Supervisor*

I assisted passengers with flights, and I was the local training administrator for the station. Along with employee training, I performed monthly training audits, I assisted with payroll, and I oversaw all daily operations within the station.

EDUCATION

03/2020-Current Time      Bellevue University                      Bellevue, NE  
*Doctorate in Business Administration*

07/2018 – 11/2019                      Bellevue University                      Bellevue, NE  
*Master's in Business Administration Degree*  
3.61 GPA

10/2016-01/2018                      Bellevue University                      Bellevue, NE  
*Bachelor of Science Degree in Management*  
4.0 GPA

01/2014-03/2016      Southeast Community College                      Lincoln, NE  
*Associate of Applied Science Degree in Long Term Care Administration*