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Emmanuel Donaldson

Cover Letter & Resume for:

City of Palm Coast
City Manager Position

I was immediately intrigued when I learned about the City Manager position for the city of Palm Coast and I wanted to take this opportunity to introduce myself while also displaying my skills and qualifications. I began my career working in local government when I was only 14 years old. I started as a volunteer summer camp counselor and over the years, I have now grown to become a Recreation Coordinator that plans large scale special events, recruits' volunteers, gains sponsors, and much more.

Overall, my most relevant qualifications when it comes to this position is that first, I have been in the city government area for a little over 7 years, 5 of those years I have been employed. Next is that I have experience managing multiple large-scale projects simultaneously with minimum help. Lastly, I can easily develop and maintain professional community and work related relationships. My resume attached to this cover letter highlights many more of my skills and qualifications to show why I would be perfect for this position.

No matter what task is placed in front of me, I make sure I get the job done which is why I feel that I would be the best fit this position. For more details about my background, please review my resume attached to this letter. I believe that I can be the City Manager you're looking for and I look forward to hearing back.

Sincerely,

Emmanuel Donaldson

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I always give 100% to my work and strive to improve not only myself but the company as well. I have multiple skills in areas such as sales, marketing, childcare, contracting, manual labor and more. I never mind staying late and putting in extra time and effort at work to ensure the best quality products and customer service.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Recreation Coordinator & Volunteer Coordinator

Polk County Parks And Natural Resources - Bartow, FL
September 2020 to Present

In this job, I plan some of our numerous community events held throughout our county. Some of our events are small scale where we get a couple hundred people or less but we also have larger events normally based around holidays and the turnout can be as much as 5,000. Along with this, I am in charge of volunteers and event sponsorship as well. I also plan out budgets, conduct interviews for new staff, and create staffing duties for events.

Maintenance Specialist II

City of Bartow - Bartow, FL
November 2019 to September 2020

I am in charge of maintaining the recreational center I work at by keeping the building clean and doing repairs. I also interact with the public when they rent the building by setting up there events and making sure things run smoothly.

Photo Host/ Photo Sales

Legoland Florida Resort - Winter Haven, FL
September 2019 to November 2019

My main responsibility in this job was to meet my daily sales goal everyday. My supervisors set a daily goal based on the booth I was placed in and I was responsible for getting sales to pass that goal and setting up for future sales at a different booth if the customer was not willing to buy at that moment. Another responsibility was interacting with guest to provide an enjoyable and memorable experience.

Recreational Aide

City of Bartow - Bartow, FL
June 2017 to November 2019

In this position I was a temporary worker before converting to full time for the city of Bartow. I worked a summer camp as well as community held events. Some of my responsibilities included cleaning up, working tables and booths, and interacting with the community as a representative of the city.

Sales Associate

JCPenney - Lakeland, FL

November 2018 to May 2019

My job was to successfully talk customers into getting a store credit card while also driving sales as much as I could and providing the best customer service.

Education

Associate in Business Administration

Polk State College - Lakeland, FL

August 2017 to December 2019

Some college

Skills

- Time Management (2 years)
- Customer Service (1 year)
- Microsoft Word (6 years)
- Microsoft Powerpoint (6 years)
- Sales Experience (3 years)
- Interpersonal skills (3 years)
- Social Networking (2 years)
- Salesforce (3 years)
- Photography (3 years)
- Recruiting (Less than 1 year)
- Marketing
- Microsoft Office
- Adobe InDesign (1 year)
- Adobe Illustrator (1 year)
- Adobe Premiere (1 year)
- Childcare (6 years)
- Event planning (1 year)
- Sports coaching (2 years)
- Management (1 year)
- Power tools (2 years)
- Adobe After Effects
- Adobe After Effects
- Marketing (1 year)
- Schedule management (1 year)
- Budgeting (1 year)
- Facilities management (2 years)

Certifications and Licenses

Driver's License

Florida drivers license with motorcycle endorsement

Real Estate License

September 2022

Florida real estate license

CPR

June 2021 to June 2023

CPR, AED, and Basic First Aid certification for adults and children

Youth Football Coaching Certification

August 2021 to Present

Assessments

Active Listening — Proficient

July 2019

Actively listening and appropriately responding in conversations.

Full results: [Proficient](#)

Case Management & Social Work — Proficient

July 2019

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [Proficient](#)

Mechanical Skills: Aptitude — Proficient

August 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [Proficient](#)

CRM Skills with Salesforce — Proficient

February 2020

Knowledge of Salesforce objects, fields, and processes.

Full results: [Proficient](#)

Basic Maintenance and Repair — Proficient

June 2020

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

Sales: Influence & Negotiation — Proficient

February 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Customer Service — Expert

July 2020

Identifying and resolving common customer issues

Full results: [Expert](#)

Sales: Influence & Negotiation — Proficient

February 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Attention to Detail — Expert

July 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

Customer Service — Expert

July 2020

Identifying and resolving common customer issues

Full results: [Expert](#)

Real estate — Expert

August 2020

Matching listings with specifications

Full results: [Expert](#)

Management & leadership skills: Planning & execution — Proficient

September 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I have many skills in different workforce areas and my mindset is to do the best work at all times. I have great people skills, I'm a quick learner, and I am open to new experiences. Any job that's required of me, I will get it done and I'm always prepared for anything.