



AVA CHEN

September 14, 2026
Brookfield Community Center

CONTACT

↳ Seattle, WA

Dear Hiring Manager,

I'm applying for the Office Coordinator role at Brookfield Community Center. I'm looking for a weekday office role with a small team and regular contact with customers or visitors, which matches this opportunity. My current work at Maple Street Design combines reception with day-to-day office coordination, experience I could use to keep Brookfield's front desk and room bookings organized.

At Maple Street Design, people were booking the same meeting room in separate calendars. I put the bookings into one shared Outlook calendar for the studio's 18 staff, wrote short booking instructions, and showed the team how to use it. I still check the next day's bookings each afternoon. We stopped having to move client meetings at the last minute because of overlapping reservations.

I also order office and kitchen supplies and check supplier invoices against orders before sending approved items to the bookkeeper each week. Previously, at Pine Hill Property Services, I supported three property managers and kept a shared repair-request spreadsheet current. It recorded the request, the person handling it, and the next follow-up date. The managers used it in their morning check-in, and I followed up when asked.

Thank you for considering my application. I'd welcome a conversation about how I could help Brookfield's team keep bookings, office tasks, and front-desk service running smoothly.

Warmly,

Ava Chen