



## Susan Liotta ALB '15

My relevant qualifications are based in several areas: Harvard University, the entertainment industry, and event planning. First, and foremost, is my knowledge of Harvard and its expectations for excellence. Therefore, I understand the expectation of the Alumni Association. My knowledge of Harvard is not based solely on my familiarity as a student but, as a member of Harvard's work force as well. I worked at HUIT, as a Faculty and Administrative Assistant for the department of African and African American Studies and at the W. E. B. Du Bois Institute. Other qualifications relevant to this position center on my work as an Administrative Assistant to the Executive Director of Marketing at Blue Cross Blue Shield.

More closely related to the position I seek is my work in event production and management. While employed at Harvard I organized a few events for the Department of African and African American Studies. I work as a Public Relations liaison between the Press and artists at the Newport Jazz Festival. In the music industry, I developed my own business as a Booking Agent for local Jazz Bands. I worked as the Assistant Manager for the Cambridge City Music Fest: a one day outdoor event operating in five locations. I performed services as a Stage Manager at 'Steppin' Out; a gala fundraising event for Dimock Community Health Ctr., Roxbury, MA. That event was held at the World Trade Center, Boston, MA. Approximately 22 rooms were used as music venues.

I am confident that I have the organizational and business management abilities, awareness of Harvard's expectations, and public relations skills necessary to fulfill this position. Attention to detail, problem solving, and good public relations were fundamental in all of my daily work routines.