

December 13, 2013

Fort Worden PDA

Dave Robison, Executive Director

250 Madison Street, Suite 2

Port Townsend, WA 98368

Dear Dave,

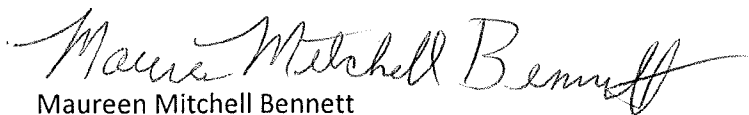
I recently saw your advertisement for the position of Hospitality Manager with the PDA. I have been following the development of the PDA for the last several months and have been personally interested in its' development. My skills and professional experience in the area of management and sales have kept me very attentive to the needs and potential for Fort Worden Park and its transition with the PDA. I feel that there is tremendous opportunity for the park and the PDA to move both into a new development that will benefit all.

My expertise and professional skills in management and sales extends over 30 years.

- ❖ Restaurant Sales and Banquet Manager, Borrell Corp. 1982
- ❖ Reservation & Computer Sales, Eastern Airlines 1983
- ❖ Regional Sales Manager, Highlands Inn Carmel, CA 1987
- ❖ Director of Sales, Small Luxury Hotels 1988
- ❖ Executive Director, Leisure Care Retirement Communities 1990
- ❖ General Manager, Racquet Club & Hotel, Palm Springs, CA 2001
- ❖ Business Owner, Casa Sirena Vacation Rentals and Property Management 2002 to present

I have included a more detailed summary of my experience. I look forward to speaking with you in more detail as to how I might be able to assist you and the PDA as you venture into and exciting future together.

Sincerely,

  
Maureen Mitchell Bennett

385-6795

Maureen Mitchell Bennett

925 W. ST.

Port Townsend, WA 98368

385-6795

I currently own and operate **Casa Sirena Vacation Rentals and Property Management**. I have overseen up to 12 different properties including booking reservations, housekeeping, maintenances and accounting to respective owners. As of 2012, I scaled back my business and currently only responsible for two properties which I own.

As the **General Manager for The Racquet Club and Hotel of Palm Springs**, I supervised department heads for front desk and reservations, housekeeping & laundry, maintenance, restaurant & bar service and the tennis club with a total of 35 employees. The property included 68 rooms 12 suites and 3 separate houses on a 100 acre property. I managed outside contracts of landscaping, pool service and pest control. My expertise was in the area of advertising and marketing to increase revenue and lower operation costs.

I worked with **Leisure Care Retirement Communities as the Executive Director** for one of their properties witch included 140 independent apartments, 160 residents, 45 employees and 6 department heads. I hired and fired all employees, supervised all sales and marketing including educational seminars and trade shows, developed yearly budget, paid and accounted for all expenses. I received, "Best Retirement Community" in the system for 3 years in a row. Performance was based on profits and positive feedback from residents and employees.

**Director of Sales for Small Luxury Hotels** included operation and selection for 6 trade shows a year, 4 nationwide sales blitz coordinated with our 40 independently owned and operated hotels, assisted and researched in creation of a reservation system and development of hotel directory.

The **Regional Director for Highlands Inn Hotel** included sales and new development for the Southern California area. My focus was development for the business incentive meetings and seminars for high end business in the area.

**Sales Manager for Eastern Airlines** consisted of computer sales for the reservation system and direct sales with travel agents, airline transport for large groups for business and pleasure.

**Sales & Banquet Restaurant Manager** for brand new 240 seat restaurant with separate banquet room. My responsibilities were for sales and operation of all banquets. I participated in the initial hiring of all 50 employees. The restaurant is one of the most successful restaurants in the area.

**Education: Pepperdine University, Degrees in Psychology & Sociology 1981**

I look forward to speaking with you in more detail regarding my experience.

360 385-6795

Sincerely,

  
Maureen Mitchell Bennett