

Helen E. Stenhouse
10 Black Forest Circle
Londonderry, NH 03053
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February 1, 2016

To whom it may concern:

My name is Helen Stenhouse, and the intent of this letter is to inform you of my interest in serving on the Hickory Woods Condominium Board of Directors in an administrative/secretarial capacity.

As background information, I was employed for 17 years as an executive assistant to the President of Dynapert, a high-tech division of Black and Decker Corporation. Currently, I am employed as an administrative assistant to the owner and CEO of a well-known real estate developer. Most recently, I have taken on the position as an administrative assistant to the Sales Manager and Construction Manager of Hickory Woods. This position has exposed me to the sales and construction end of the real estate construction business, which has given me a greater appreciation of the hard work in the development of our community.

Based on my past experience, coupled with the knowledge and exposure that I have gained by working at the Hickory Woods Sales office, I feel that I would be a valuable asset to the people of our community, dedicated to serving a newly-elected Board of Directors in an administrative/secretarial position.

Sincerely,

A handwritten signature in black ink, appearing to read 'Helen E. Stenhouse', written in a cursive style.

Helen E. Stenhouse

s/

Enclosure (Resume)

HELEN E. STENHOUSE
10 BLACK FOREST CIRCLE
LONDONDERRY, NH 03053
HOME: 603-402-9894

September 2015 – Present

- Assisted Sales Manager by recording and disseminating 1st Annual Hickory Woods meeting notes.
- Assisted Sales Manager and Construction Manager of Hickory Woods, a premier age-restricted 55+ community, by preparing pre-closing and post-closing documentation for sale of units.
- Scheduled Hickory Woods clubhouse inspections.
- Assisted Hickory Woods residents by familiarizing them with new home and community questions/issues.
- Prepared thorough contact listing for all vendors servicing the clubhouse.
- Organized and assisted remote Accountant with daily office duties.
- Responsible for collecting and depositing all condo fee payments on a monthly basis.
- Organized and assisted remote Accountant on a daily basis.

January 2000-September 2015 - Executive Administrative Assistant – MESITI DEVELOPMENT CORPORATION

Performed various duties assisting the President and Owner of a prominent real estate development company.

- Composed correspondence, i.e., emails, faxes, memos, letters and charts utilizing Microsoft Office software.
- Processed and notarized paperwork for all real estate closings.
- Interfaced daily with construction supervisors, attorneys, real estate brokers, bank personnel as well as investment company personnel.
- Maintained a multi-line switchboard, handling numerous telephone calls from vendors and prospective home and land buyers.
- Maintained the Accounts Receivable function by processing monthly rent payments through a bank direct deposit machine.
- Reconciled personal bank accounts for business owner utilizing Quicken software.
- Prepared monthly personal investment statement spreadsheets for business owner .
- Maintained a complex and ever-changing calendar for President.
- Organized and maintained supply cabinet for office personnel.
- Acted as Notary Public for Mesiti Development and building tenants; affiliated with American Society of Notaries.
- Assistant Property Manager for new, remote owner of Executive Quarters building by assisting new and in-house tenants with facility issues.

May 1982 – October 1999 – Executive Administrative Assistant to President/CFO – DYNAPERT CORPORATION (Division of Black & Decker Corporation)

Performed a wide range of confidential/administrative duties for President and CFO of a \$100 million high-tech capital equipment corporation.

- Generated and documented operational and confidential information utilizing Excel software.
- Maintained a complex filing system for President.
- Composed emails, faxes, and letters for President.
- Corresponded daily via telephone with international as well as U.S. division management.
- Scheduled travel arrangements, both domestic and international, for President and CFO.
- President of Quarter Century Club. Presided over annual QC meetings.