

Helping at Town Hall

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To:Justin Makuc <justin@montereyma.gov>;frank montereyma.gov <frank@montereyma.gov>;Susan Cooper <susan@montereyma.gov>

 1 attachments (17 KB)

Résumé 2023.docx;

Justin, Frank and Susan,

I understand that Melissa left abruptly, and I wondered if I could help support Roger as he makes his way through what must be a very complicated set of tasks.

What I'm best at is organizing papers in folders and files online, anything in Excel and Word, including copy editing or rewriting from rough drafts, and online research.

I'd be glad to help temporarily. In general, I could be available Mondays 8-2, Tuesdays 10-4, Wednesdays 10-2, Thursdays 8-12 and 2:30-4, Fridays 8-2, and throughout the weekend. Not all of those hours, because I have another job to fit in, but its hours can mostly be flexed.

I am attaching my resume.

Best,

Nancy Kleban