

Dear Diana:

Please accept my bid request for the position of Top 10 coordinator. I propose to complete the tasks listed on the job description attached below, for the sum of \$500 per month. Here are my qualifications:

- Meticulous, thorough, and complete everything I start.
- Extremely proficient on Excel and Word. Have access to computer, printer, phone, and internet.
- Member in good standing of USMS and SPMS since 2015.
- Strong, positive relationships with many coaches, individual swimmers, and teams, as well as staff at USMS.
- Experience compiling data from numerous sources in order to establish and maintain team records for Coach Chris Georges.
 - Records spanned ten years, three seasons, all age groups and genders. Relays and individual events were included.
 - Updated records database within one week of any meet where teammates competed. Made database available to all team members.
 - Provided this service for three years, until Coach Georges left the team.
- Competent swimmer who's participated in local, regional, and national SCY, SCM, and LCM pool meets.
Frequent open water swimmer; some competitions.
USMS page: <https://www.usms.org/people/0A2JN>
- Would like to give something back to an organization which has provided me such joy.
- For a personal reference, please contact Christie Ciraulo.

Respectfully submitted,

Wendy

Wendy Scherwat Ducourneau
330T-0A2JN
GRA, team 221

818-705-7800

Top-Ten/Records Coordinator - \$500/month

The Top-Ten/Records Coordinator shall:

- compile and maintain annual Top-Ten/Records lists for all swimmers competing in sanctioned and recognized events within the Southern Pacific region in Short Course Yards, Long Course Meters, and Short Course Meters competitions
- maintain an up-to-date list of all known records for each course, for each age group, for each gender, and for both individual and relay events
- interact with the SPMSC, National Top-Ten Recorder, National Registrar, SPMS Membership Coordinator, competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner
- submit SPMS Top-Ten lists to USMS along with the proper verification within the time limit as prescribed by USMS.

Required skills, experience and attributes:

- access to a computer with Internet access, email address, printer, and phone
- knowledge of computer software programs – Excel and Word
- required to be a member of SPMS