

Irah Denise Gappe

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Dear Missy,

I'm applying for the Executive Assistant role supporting ClearPath's Director of Service Operations. I have 6+ years supporting founders and operations leaders, and a technical background that I think suits an MSP well.

I've worked as executive support to the founders of two agencies while also being responsible for how each business ran day to day. That meant managing calendars and communication, tracking projects and deadlines, and reporting on results so leadership always had a clear view. At an Australian startup, I handled scheduling, email, and communication for the leadership team and kept the books in QuickBooks and Xero.

I'm also comfortable on the technical side. I have a degree in Electronics and Communications Engineering, the Microsoft Azure Fundamentals (AZ-900) certification, and experience with SQL and working alongside technical teams. I'd pick up how your service desk, tickets, and hardware flow work quickly, which should make me useful to your Director sooner.

I'm the kind of assistant who catches the double-booked meeting and the wrong quantity, follows through on what I say I'll do, and brings solutions forward before being asked. I'm available full-time during US business hours.

Thank you for your time. I'd welcome the chance to talk about how I can support your Service Operations team.

Kind regards,
Irah Denise Gappe