**Dear Mr. Heaps:**

I found Latham & Watkins’s listing for a business analyst intriguing, not merely from a job duties perspective, but based on the fact that your firm is dedicated to a pro bono program for financially challenged neighborhood residents to address their justice-involved scenarios. I would like to leverage my analytical and process improvement skills to make a difference for people needing it most.

In 2020, I led the implementation of new cloud-based accounting systems at EXTRAordinary! that reduced ongoing operational efforts by over 7 percent (equivalent to $1.1 million annually) by eliminating numerous steps in their AP and AR processing. I believe using similar analysis methods would help me make your community group initiatives more successful by better identifying those in need and creating a quicker and easier way for them to engage your organization.

In addition, streamlining and optimizing your community assistance programs is more than possible with my decade-plus history of converting detailed analytics reports into actionable steps with a focus on improving key performance indicators and enabling improved executive decision-making. For example, at IBM, I led business requirements, product design, and implementation efforts for a new product proof-of-concept reporting tool that allowed them to reduce their time to market for new products by 12 percent (over 2 months).

My desire to help underserved communities motivates me to rise to this challenge as I continue growing as a business analyst. I would be thrilled to use my technical expertise to assist you in your efforts to improve the lives of residents by helping them obtain justice, and I welcome the opportunity to discuss this possibility further. Thank you for your time and consideration.

Best regards,

**Karina Pate**

**January 13, 2023**



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**Kenneth Heaps**

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**ENCLOSURES**

* Resume
* Application
* References

Business Analyst

**KARINA PATE**