

Cassandra D'Onofrio

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416-902-5502

March 18th, 2026

Hiring Manager

Primont Homes

9130 Leslie St. #301

Richmond Hill, ON L4B 0B9

To Whom It May Concern,

I am writing to express my interest for the a position with Primont Homes. A position with this organization will provide an exciting opportunity for me to utilize and hone the skills I have developed over the past eight years in an effective and rewarding way. With extensive experience supporting senior leadership in the construction and real estate industry, I hold a proven ability to manage complex priorities, foster relationships, and provide seamless executive support so that executives can focus on what matters most.

My career has allowed me to thrive in roles that require both precision, and adaptability. I've served as the reliable backbone to organization by overseeing calendar management, coordinating meetings with internal and external shareholders, and ensuring day-to-day operations run smoothly. I have learned to analyze workload effectively, allowing myself to work across multiple development projects simultaneously. Being the first point of contact for trades, vendors, and clients has fostered my ability to actively listen, analyze the situation, and maintain clear communication and a solutions-focused approach.

The experience I have gained has allowed me to grow not only in a supportive role, but my level of skills and professionalism were also recognized by peers and leadership. I was given the opportunity to work directly with trades and purchasers on their future home. Additionally, my experience as a junior décor consultant has sharpened my eye for detail, organization, and client service.

While working in this position within the pre-construction sector, I did notice a slight flaw in the system that was currently being used. The décor consultant would work with purchaser and then often times, once the home was delivered months later, purchasers would argue that items installed were not the same items selected at the time of the appointment, this then proceeded to upset the purchaser and lead to a negative experience as well as incurred cost for the company. I single handedly introduced the idea of adding images to the color charts and then proceeding with sign off. This allowed purchasers and trade to have something to refer to during construction process as well and lead to cost savings for the company by avoiding any potential errors.

The skills I have developed can easily translate well to any fast-paced environment. I not only understand the importance of being proactive and dependable, but practice this on a day-to-day basis. especially when supporting executives who are responsible for strategic decision-making at the highest levels.

What draws me to the Primont is not only its respected position within the pre-construction and real estate sector, but its dedication to serving Canadians through stability and innovation. I would be honoured to contribute to that mission by supporting its leadership with integrity, and a commitment to excellence.

Thank you for considering my application. I would welcome the opportunity to discuss how I can support your executive team and contribute to the organizations continued success.

Warm regards,

Cassandra D'Onofrio

CASSANDRA D'ONOFRIO

EXECUTIVE ASSISTANT | JUNIOR DECOR CONSULTANT | CLIENT FOCUSED

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SUMMARY

A seasoned Executive Assistant with 7+ years of experience, excelled in providing exceptional support to senior management, streamlining operations, and ensuring a seamless experience for clients. Adept at providing top-notch support, ensuring their days run smoothly so they can focus on what matters most.

AREA OF EXPERTISE

Business Process Improvement | Administrative Support | Collaborative Teamwork | Interpersonal Communication | Attention to Detail | Critical Thinking | Calendar Management | Customer Service | Organization | Architectural Drawing and Floorplan Interpretation | Adobe Creative Suite | BuilderLynx

PROFESSIONAL EXPERIENCE

Executive Assistant | Junior Décor Consultant

Briarwood Development Group

2020 - Present

- Cultivated and maintained positive relationships with purchasers, vendors, and trades across multiple projects on behalf of the company.
- Enhanced purchaser experience by guiding clients through structural and interior colour selections while interpreting floorplans and color charts for both low-rise and high-rise developments.
- Frequently interpreted floor plans and architectural drawings, clearly communicating content to purchasers and executives.
- Managed HCRA and Tarion licenses, enrollments, and applications, ensuring compliance and timely project updates.
- Identified inefficiencies in existing processes and implemented new practices to streamline team operations.
- Set and delivered on aggressive deadlines for myself to drive the team to action, approaching projects with a can-do attitude

Administrative Assistant | Customer Service

Briarwood Development Group

2017 - 2020

- Collaborated with the legal team to prepare legal documents, amendments, and correspondence for real estate transactions.
- Served as the main point of contact for purchasers from sale to home closing, ensuring excellent customer service throughout the process.
- Partnered with Sales, Accounting, Construction, Décor, and Service departments to address purchaser concerns effectively to ensure they are heard and understood
- Streamlined external communication by drafting professional correspondence, screening calls and emails, and prioritizing executive-level inquiries while ensuring that all inquiries are managed with professionalism and diplomacy.
- Planned and organized internal and external company events, including sales office openings, project launches, and appreciation events.

EDUCATION

University of Guelph - Humber

Bachelor's Degree | Media Studies specialization in Image Arts

2009 - 2013