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Dear Hiring Committee,

It is with great excitement that I apply for the Residential Life Hall Coordinator position at Indiana State University (ISU). I believe my diligence and attention to detail, will contribute to my success in this position as I manage the daily operations of a residence hall of 200-500 students. My wide range of experiences and work with diverse populations of students will assist me in serving the students of ISU.

While working at Texas Tech University in the Facilities division of University Student Housing, I learned many skills to ensure residents receive the best possible service, safety, and security by an institution. I worked closely with university personnel to manage keys, lockouts, core changes, maintenance on facility issues, the renovation of three residence halls, and the construction of a new hall. I developed a plan for overflow housing, analyzed utility reports, and served as on-call staff member for crisis/after-hours response. While attending Western Michigan University (WMU) I managed operations of the information desk at our student union. Similarly, I currently assist in the management of front desk operations for the Bowling Green State University (BGSU)'s College of Health and Human Services Academic Advising office.

While at BGSU, I taught a Leaders in Residence class to first-year residential students interested in pursuing leadership roles on campus such as becoming a resident advisor, student organization leader, or fraternity/sorority life executive board member. I also assisted the Office of Residence Life in conducting interviews for 2017-2018 student staff including resident advisors, academic peer mentors, SMART mentors, and Greek Village community advisors.

My bachelor's degree in Organization Communication focuses on training and development to encourage positive group problem solving and intercultural communication. I served as a co-coordinator of WMU's Fall Welcome Week and was involved in the hiring, training, and supervision of three separate teams of 200 Ambassadors. I served as the primary liaison between Residence Life and the Department of Public Safety to move-in 3,000 first-year students to their on-campus housing. My experience in financial management entails overseeing a budget of \$40,000 as Treasurer of WMU Alternative Bronco Breaks and as Special Events Coordinator of the WMU Campus Activities Board operating with a \$160,000 budget.

Although I have immensely enjoyed my experience as an academic advisor at Bowling Green State University, the aspects I most enjoyed were fast-paced, high volume seasons when I have interact regularly with students and assist students through crises. My ability to multitask and address the needs of many students attracts me to a live-on position such as this. I appreciate your time and consideration, and hope to share further, how my experiences and perspectives would benefit Residential Life. I look forward to hearing from you soon!

Thank you,  
Gina Cavanaugh

Enclosure: Resume