



February 24, 2025

To Whom It May Concern,

I am writing to highly recommend Nate Jarnagin for a position with your organization. Nate has been an invaluable asset during his time at Mississippi College, where he has worked with me for seven years as the Department of Art Administrative Assistant, two years as the Gore Arts Complex Coordinator, and one year as the Dean's Administrative Assistant. His outstanding character, management expertise, and problem-solving abilities have made a lasting impact on our institution. His background in the military, combined with his experience in Campus Operations, has further enhanced his contributions in countless ways.

Character: Nate is a person of integrity, dependability, and professionalism. I can always rely on him to complete any task with dedication and a positive attitude. He is trustworthy, handles confidential information and budgetary matters with the utmost discretion, and consistently demonstrates a strong sense of responsibility.

Management: Nate possesses exceptional organizational and multitasking skills. He efficiently manages our department's class schedules, room bookings, multiple budgets, website updates, and communications with students and faculty. Additionally, he oversees building maintenance and student workers with great competence. His proficiency with Microsoft Office, Google Suite, and various campus-specific software for human resources, budgeting, and website management makes him an indispensable team member. His work on our annual report is particularly noteworthy for its creative use of graphic design elements.

Problem-Solving: One of Nate's greatest strengths is his proactive approach to problem-solving. Whether addressing scheduling conflicts, coordinating with adjunct instructors, or handling technical challenges like our gas kiln, Nate approaches every situation with resourcefulness and expertise. As the department's central hub of communication, he skillfully engages the right individuals to resolve issues efficiently.

While we are deeply saddened to see Nate move on, we recognize that, with his degree now completed, he is more than qualified for greater opportunities. Any organization would be fortunate to have him on their team. I offer my highest recommendation for Nate and would be glad to discuss his qualifications further if needed.

Sincerely,

Stephanie Busbea, PhD
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