



EASTERN KENTUCKY UNIVERSITY

Richmond, Kentucky 40475-3101

Division of Student Affairs
University Housing &
Residence Life

SSB CPO 51
521 Lancaster Avenue
Richmond, KY, 40475
(859) 622-1515

October 15th, 2021

To Whom It May Concern,

I am writing in recommendation of Jennifer Jennings for your internship opportunity. I currently supervise Jennifer as a Community Desk Manager (CDM), and previously as a Community Receptionist (CR) in EKU Housing & Residence Life. Jennifer showcases kindness, skill, and innovation in her work that any organization would benefit from. I heartily recommend her.

Jennifer is a reliable and caring employee. Jennifer started working for my hall in January 2021, and immediately stood out. While other CRs gradually learned and addressed concerns, Jennifer communicated to residents with ease and solved issues with swiftness and professionalism. She soon was promoted to manage the residence hall desk workers as a CDM, and has scheduled, trained, and provided accountability feedback to our team.

Jennifer has also managed crisis and conflict situations well. Jennifer exemplified this when a resident reported a gun left on an outside table. Jennifer called the appropriate resources and ensured police and staff were aware to address the threat. She uses this aptitude to communicate facility concerns for follow-up. Jennifer has grown in her self-confidence and conflict management. In an experience where another team member exhibited unprofessional behavior, Jennifer delivered constructive feedback and improved the relationship with her coworkers compared to staff I have supervised in the past. I know Jennifer would similarly bolster the community and working relationship they have with organizational members of her future positions.

Jennifer's dedication to care, growth, and perseverance exude her as a standout on a team and in the field. She will only bolster an organization with her skillsets, and continue to grow as a professional in the field. I hope you will consider her for this opportunity as she has been a strong asset to our team and environment. Contact me with any questions about her experience at mark.poblocki@eku.edu. Thank you in advance for your consideration.

Best regards,

A handwritten signature in black ink that reads "Mark Poblocki Jr." with a stylized flourish at the end.

Mark Poblocki Jr.
Eastern Kentucky University
Residence Hall Coordinator, Telford Hall
859-622-2245