December 16, 2009

Dear SEAHO Award Committee:

It is with pride that I offer this recommendation for Sabrina Johnson to receive the SEAHO Service Award. Sabrina has worked in the Department of Residence Life at The University of Southern Mississippi since June of 2008. She began in the department as an office clerk for the Residence Education team and has since taken over the Office Manager position for the department.

Sabrina is a warm and caring person and makes certain every person she works with as well as every student, parent, and administrator feels welcome and attended to as soon as they walk in the door. Sabrina has a professional demeanor at all times, but still adds humor to her position which is greatly appreciated during those hectic times we all face as employees of any Residence Life Department.

Sabrina has endeared herself not only to all of the full-time employees in the department, but also to the graduate hall directors as well as resident assistants. She has done this because she is such an approachable person and everyone knows that if they seek her assistance, she is always willing to do anything she can to help remedy any situation and find an appropriate response.

Sabrina is one of those employees who can master any element of a position. She is dedicated and thorough which makes her excellent at all administrative tasks. This has been especially helpful at this time because while she is now the Office Manager, she is still completing most of the tasks from her office clerk position she held with the Residence Education team. She is able to do the many administrative functions of her new position while still handling the entering of judicial paperwork, scheduling appointments for the Associate and Assistant Directors, making copies for RA classes and assisting hall directors and RAs with any paperwork errors they may encounter.

In addition to her administrative abilities, she is able to handle the social aspects of the job as well. Because she is a kind and nurturing person, parents and students feel they can approach her with ease. And whether she is on the phone or working with someone in person, the person receives attentiveness and thorough guidance as well as a plan for action when speaking with Sabrina.

Rebecca Hester who now works for Sabrina, said it better than I can when she told me, “If more offices were filled with people like Bri we would all be better employees from their influence.” This comment is true and, I believe, it is the way many people feel in this department about Sabrina. Her positivity, attention to detail, and ability to manage multiple tasks with ease, make her the perfect candidate for the SEAHO Service Award.

I hope that after your review of this letter, you will give serious consideration to Sabrina’s nomination for this prestigious award. If you have any questions regarding Sabrina, please feel free to contact us at [Justin.Long@usm.edu](mailto:Justin.Long@usm.edu), [Stephanie.roy@usm.edu](mailto:Stephanie.roy@usm.edu) or by phone at 601.266.4783.

Sincerely,

Justin Long Stephanie Roy

Assistant Director Associate Director