



Residential Life Office

December 19, 2024

To whom it may concern,

Sai Sathvik Korrapati has been a dedicated Desk Attendant (DA) within our Residential Life Department from August 2023 to December 2024. As a DA Sai was responsible for the administration of information from the Welcome Desk of the residence halls and apartments. They were always able to provide remarkable assistance by answering any questions, checking out equipment, and performing package and mail services among other assigned tasks for our residents. To thrive in this role excellent customer service skills are a must, and Sai was consistently recognized for utilizing these to assist our residents. Additionally, all our Welcome Desks are open 24 hours a day, and DAs must be able to work flexible hours at different times of the day. Sai was always reliable and eager to work any available shift to help his fellow team members. In addition to being reliable to complete their tasks, Sai without fail would always have a positive attitude and contributed significantly to the positive morale of our staff.

Sincerely,

*Alex Schmitz*

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