

Tyler Schrodt  
2754 Nathaniel Rochester Hall  
Rochester, NY 14623  
December 5, 2011

Rochester Institute of Technology  
1 Lomb Memorial Dr.  
Rochester, NY 14623

Dear Sir or Madam,

I am writing to apply for the Residence Life Community Advocate position for Residence Life posted on the Campus Life website. The description of the job fits very well with my previous experience as an RA and campus leader on RIT campus.

Based on the description of your ideal candidate I know that I would be a great fit for the job. My position as an RA at RIT has provided me with experience in dealing with many of the responsibilities and situations one could expect to see as a community advocate. My experience as a small business owner provides me with a solid base for meeting the requirements set forth in the posted job description. As the primary business director of my company, I understand the importance of customer relations. My focus in business has always been striving to create and maintain strong, meaningful relationships with customers, which translates to connecting with my residents and assisting with any issue they have. I excel at situations that are ambiguous, I am proficient in finding innovative solutions to problems, and have no issue working without constant supervision while maintaining the ability to work as part of a team. My involvement in organizations beyond the classroom has provided me invaluable experience working with teams, and I am comfortable working with any number and variety of people.

I look forward to the opportunity to discuss my qualifications fully in an interview. I can be reached after 5pm Monday through Friday at 716-598-1388. I appreciate your consideration and I look forward to speaking with you.

Regards,

Tyler Schrodt

## Tyler B. Schrodt

### Permanent Address

12859 Genesee St.

Akron, NY 14001

Phone: (716) 598-1388

E-Mail: [tschrodt@gmail.com](mailto:tschrodt@gmail.com)

### Current Address

2754 Nathaniel Rochester Hall

Rochester NY, 14623

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### Education:

#### **Rochester Institute of Technology**

*(2009-Present)*

Rochester NY, 14623

- International Business, Finance Major - AACSB Accredited Program
- Expected Graduation May 2013

### Employment Experience:

#### **Business Analyst – FluxData, Inc.**

*(March 2013-Present)*

- Researched potential markets to develop marketing plan
- Analyzed competition to create business strategy in order to gain market share

#### **Utility Employee – Brick City Café at RIT**

*(July 2012 – Present)*

- Trained employees in customer service
- Improved efficiency of operations

#### **Owner, Business Director - Enraged Panda Boarding Co.**

*(Oct. 2010 - Present)*

- Direct customer service, take orders, suggest best fit for products, handle feedback
- Keep financial records, created budgets, handle receipts
- Created marketing plan, business plan, handle social networking, ads, newsletters etc.
- Negotiate contracts, prices, and logistics with suppliers, independent contractors, and customers

#### **Resident Advisor (Rochester Institute of Technology)**

*(Aug. 2010 - Present)*

- Act as counselor, mentor, and authority figure to residents on floor
- Promote community on floor through educational and social programming
- Communicate with other RA's in planning programs and events for area

#### **McDonald's Restaurant - Food Preparation**

*(Spring/Summer 2009)*

- Improved several new employees' skills through training
- Learned to operate in high stress, quick paced work environment

### Activities:

#### **Chairperson, Institute Appeals Board (Rochester Institute of Technology)**

*(Sept. 2010 - Present)*

- Facilitate and direct appeal meetings for students looking to overturn their sanctions originally determined by Student Conduct. Serve as a voting member on a board of 2 students and 2 faculty.

#### **Pi Kappa Phi Fraternity (Theta Psi-Rochester Institute of Technology)**

*(Dec. 2009 - Present)*

- Founding Father
- Treasurer
  - Collect dues, created budget, audited organization's finances
  - Serve as voting member on the chapter's Executive Council
- Service Committee, Advisor Recruitment, Housing Committee Chair
  - Organized fundraising events, overhauled service program, delegated tasks
  - Designed and implemented recruitment/interview program for new chapter advisors

*(Dec. 2011 – Dec. 2012)*

#### **Pi Kapp College**

- Strengthened personal leadership through week long training program

#### **Interfraternity Council (Rochester Institute of Technology)**

*(Sept. 2010- Dec. 2011)*

- Vice President of Public Relations and Recruitment
- Promoted the positive image of fraternities on RIT campus
- Designed improved version of IFC recruitment program

### Skills:

Computer: Microsoft Office, Minitab, SmartDraw, PC building

Language Skills: American Sign Language