

# GINA L. STARNES

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October 22, 2011

Jim Settle, Ph.D.  
Assistant Vice Chancellor for Student Affairs  
The University of North Carolina Greensboro  
Mossman Building, PO Box 26170  
Greensboro, NC 27402-6170

Dear Dr. Settle:

As an accomplished leader and professional with a successful career providing vision and guidance for university career development and employer recruitment programs, I believe that my expertise is aligned with your needs for the position of Director, Career Services Center, at The University of North Carolina Greensboro.

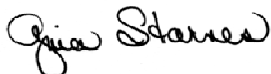
During my career, I have fine-tuned many skills that transfer over many professional avenues. I have provided alumni and students with the tools, motivation, and support to recognize their goals and achieve success. I am skilled in relationship building, strategic planning, and all aspects of administration in both higher education and the public sector. At the same time, I am able to design and implement high-impact programs and partnerships both on and off campus that directly support and enhance the objectives of higher education student success programs. I am not governed by conventional thinking as I continuously use common sense, intelligent reasoning, flexibility and experience to reach workable solutions.

Highlights of my qualifications include:

- Tremendous energy and commitment that is demonstrated through unique program development, outstanding employer relations, and new ideas and opportunities for students and employers
- Extremely personable, team-oriented individual, able to provide leadership, support, and improvement for existing programming
- Strong organization and facilitation talents, with successful experience presenting workshops and events to large, diverse audiences
- Dedicated and consistent leader, with proficiency in strategic and financial planning, operations management, and staffing
- Outstanding ability to successfully increase the national and local base of employer participation in both recruiting and fundraising efforts

Please review my enclosed resume and references. I would welcome the opportunity to meet with you to discuss my qualifications in further detail. I may be reached through email at gina.starnes@lsus.edu or by cell phone at 318-402-3002. Thank you for your attention and consideration of my credentials. I look forward to hearing from you soon.

Respectfully,



Gina L. Starnes

Enclosures