



March 1, 2011

To Whom It May Concern:

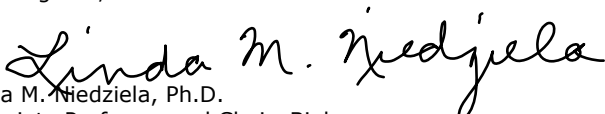
It is with great privilege that I recommend Kim Giles to you for a position with your organization. I have worked with Kim for 10 years and have been her direct supervisor for the last 4 years. I have found her to be an extremely pleasant, generous person who takes care of the day to day operations of several academic departments at Elon University with exemplary professionalism. Her organizational skills, attention to detail, and ability to anticipate what is needed by our department make my job as department chair much easier.

Kim is an independent, self directed person with a tremendous amount of experience who is able to communicate effectively and meet even the most demanding challenges that come her way. Her interpersonal skills and ability to keep multiple tasks moving forward at the same time are amazing. In her position she handles record keeping; departmental correspondence; student and faculty requests for assistance; and is the building manager. She supervises student workers and interacts flawlessly with other professional staff at the university. An additional significant responsibility is event planning. She is responsible for planning/facilitating events ranging from small meetings and lectures to a university wide Voice of Discovery lecture series which brings nationally known speakers to Elon. These events require careful coordination of advertising, facilities, foods, schedules, travel arrangements and a multitude of other details. Another example of her organizational skills is her support of faculty search committees. She handles all applications, documentation, travel arrangements and scheduling for interviews of faculty job candidates. Just the schedules alone require coordination of almost 20 faculty and administrators so that each can meet with a candidate during a one day visit. As a good example of Kim's creativity and initiative; she recognized that the search documentation process could be improved and recently helped to develop and pilot a paperless search process. This system has been adopted by a number of departments in the college. When Kim takes on a task, I have complete confidence that she will handle all tasks professionally and in a manner that reflects well on Elon and our department.

While her on-the-job performance has been nothing less than stellar, Kim has also become a close friend to many of us. She is one of the most generous people I know and is always willing to pitch in with a task big or small. Kim Giles is an honest, skilled professional who will be an extremely valuable asset for your organization. While I would love to have her remain with us, she has significantly outgrown her current position. Kim is capable of much more responsibility than this position allows her. Her creativity and problem-solving skills will be much better utilized in a more challenging position.

If you have any questions, please do not hesitate to contact me at (336) 278-6236 or lniedziela@elon.edu.

Best Regards,


Linda M. Niedziela, Ph.D.
Associate Professor and Chair, Biology