

To whom it may concern:

I am writing this letter in support of Nicolaus Allen. I have supervised Nicolaus for the last three years in his various leadership roles in the Office of Housing and Residential Living the Indiana University of Pennsylvania. I am most aware of his roles as a student office worker and summer housing representative. These roles are extremely important customer service positions and require reliability and strong attention to details. In his time in our department, Nicolaus has shown himself to be trustworthy and capable staff member. Specifically, Nicolaus is responsible for providing high-quality customer service to our students. Additionally, Nicolaus is charge of safety and security for several of our residential facilities. He is responsible for issuing and monitoring keys and providing building access to our students and staff. Without his attention to detail, the safety of our communities would be at risk. Beyond the front-line responsibilities associated with his role, Nicolaus has demonstrated strong technical skills with our various housing software and media. Currently we are in our second year of a new software package, and Nicolaus has been instrumental in providing practical, meaningful trainings and presentations to our staff. Without Nicolaus on our staff, there would be a large gap in both skills, leadership and technical ability. It is for these reasons that I write this letter of support.

Please contact me if you have any questions

Sincerely,

David Berberich
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