



April 22nd, 2023

To whoever it may concern,

I am Issai Aquino Sotelo, currently serving as Student Lead III at the Office of the Registrar. My journey toward leadership has been profoundly influenced by the formidable example set by my mother. Despite the responsibilities of motherhood, she pursued her dream of higher education, attained a master's degree in accounting, and subsequently founded her preschool. Her journey has been a beacon of leadership and heroism in my life, instilling in me the significance of leadership, and emphasizing kindness and professionalism in all interactions.

In my role, I prioritize effective communication with supervisors and colleagues, reflecting my values of respect for individuals and their beliefs while advocating for my views. This approach has been pivotal in cultivating a harmonious and inclusive atmosphere within the office, strengthening my connections with supervisors and teammates. I manage weekly scheduling adeptly, balancing the priorities of college students who place their education above work, which has significantly enhanced office efficiency.

My ethos revolves around justice and accountability, prompting me daily to hone my ethical standards and professional etiquette. As my responsibilities have expanded, I have embraced the opportunity to develop my skills further, effectively training eight team members in our office. This has been a significant step in enhancing my mentorship capabilities.

A recent project I led was the creation of the student employee wall. This initiative involved taking photographs, printing them, and arranging them into a design that celebrates and showcases our student workers' diversity and contributions. It serves as a testament to the leadership and community within our office.

I am also a resource for other student employees, assisting with training and design projects. On April 14, I hosted a training session focused on respecting student identities and ensuring confidentiality, which underscores my commitment to fostering a respectful and supportive work environment.

As I continue in my role, I am enthusiastic about advancing my mentorship skills through further leadership training. I remain dedicated to upholding the standards of leadership within the office and beyond, always striving for continuous improvement and effective leadership in educational settings.

A handwritten signature in black ink, appearing to read 'Issai Aquino Sotelo', with a horizontal line drawn through the middle of the signature.

Issai Aquino Sotelo