



LOUISIANA TECH UNIVERSITY

OFFICE OF THE PRESIDENT

University Senate
Staff Awards Committee

April 25, 2018

RE: Keri King Biography

Keri King is the Special Events and Facility Coordinator for Louisiana Tech University. Her commitment to excellence for Louisiana Tech University and striving to achieve professional development is her professional priority. Keri is also the Aramark Liaison where her duties include partnering with catering and dining services to provide quality services to employees of Louisiana Tech and the community. She is often heard saying “we only succeed if Aramark succeeds.” This partnership is what makes Keri an asset to Louisiana Tech University and deserving of the Outstanding Service Award.

Keri’s work duties include coordinating, scheduling, planning, and overseeing the use of numerous venue locations for the University as well as the community. She is responsible for supporting senior leadership and implementing strategic initiatives that advance and deepen the University’s relationship with our constituencies. Other responsibilities include collection of contractual, insurance, and risk management documentation including collection of revenue checks for the University. Keri serves as the primary Liaison between clients and University departments to Aramark during all phases of planning, during and closing of the event. Keri also supervises and provides mentorship for the Special Events Team which includes providing leadership, staffing, coordination, planning and execution.

Fostering an atmosphere of cooperation and leadership amongst her student workers and interns is one of Keri’s greatest honors. Within her role as the Special Events and Facility Coordinator, she supervises three work study students and two interns where she is committed to fostering a work environment that cultivates cooperation and excellence for the success of special events. Keri challenges herself and her student workers to provide superior quality services to both on-campus and off-campus clients and does so in a professional manner. Keri meets with her Special Events Team every Monday to ensure the success of events through communication and direction. Whether it is before, during or after an event Keri stays focused and willing to do whatever it takes for the success of an event along with a smile as she greets all of her guests.

In Keri’s professional development, she is continuing her studies for her Masters of Public Administration where she is applying what she learns for the better of the future of Louisiana Tech University. In her early undergraduate studies, Keri studied Professional Aviation until the summer of 2005 where her studies ended due to Hurricane Katrina which her family was no longer able to assist her with her studies. After the summer of 2005, Keri worked in the



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healthcare field where she immediately grew in her professional career. In 2009, Keri was hand-chosen by the CEO amongst all of her neighboring peers across the country where she was tasked with the responsibility of lobbying for the Assisted Living Federation at our Nation's Capital Hill to both the House and members of the Senate which has been her highest professional accomplishment to this date. In 2012, Keri returned to her roots at Louisiana Tech University where she graduated with her Bachelor's Degree in 2014. Currently Keri has studied several graduate level courses to continue her professional development with an emphasis on Public Administration.

On Keri's personal time, she volunteers with the Junior Auxiliary of Ruston where she volunteers to make a difference in the lives of children and families of Lincoln Parish. Keri also served as the Executive Board Member as the chapter's Public Relation's Chairman. Keri is also the husband of Louisiana Tech University employee Lane King. Keri can also be seen assisting her husband on her off time when Lane assists the University with emergency call outs. Keri is both committed to Louisiana Tech University during her work and personal time. Keri is also the proud mother of her eight year old daughter who attends A.E. Phillips where Keri can also be seen helping with classroom parties. In the past, Keri has also been a member of the Jackson Parish Kiwanis and also volunteered with the Ruston Parks and Recreation as a Soccer Coach.

Whether Keri is working, volunteering, or assisting others she is dedicated to helping those around her in a positive manner that spreads joy and happiness. Keri represents Louisiana Tech University daily within her role on-campus and off-campus on a daily basis. Keri will often work 50-60 hour weeks to ensure that Louisiana Tech University achieves excellence even if this means serving others during her lunch hour at the Ropp Center. Keri believes if others are smiling then it continues the cycle of happiness which can help foster cooperation and motivation among her peers.

With the leadership, commitment, and direction that Keri provides Louisiana Tech University we can continue to achieve excellence in all that we do. Keri truly believes that in order to be successful you must understand the value of expectations and be challenged to produce quality. In her short time as a supervisor, she has created a Special Events Team Training Manual that helps her student workers and continues to meet with her staff weekly to maintain communication which leads to success. Keri would also like to share this training manual with other departments who may not currently have a training program implemented for student workers.

Keri's commitment to meeting the needs of students, faculty, staff and the community is what makes this biography and letter of duties one that can be seen as a letter of commitment to excellence.

April 25, 2018

Outstanding Service Award
University Senate Staff Subcommittee
Louisiana Tech University

Dear Committee Members:

I am honored to write a letter of support for Mrs. Keri King for her nomination for the 2018 Outstanding Service Award. I am a student at Louisiana Tech and have worked for Mrs. Keri for the past eight months as an intern and student worker for university special events and facilities. Even after only knowing Mrs. Keri for a short time, it is clear that she goes above and beyond her required duties to ensure that the needs of students, faculty, staff and community members are met as she plans and implements events on campus.

As the Special Events and Facilities Coordinator, characteristics that are a must include organization, flexibility, collaboration and creativity. Mrs. Keri exhibits superior leadership, planning, and organization skills as she juggles planning multiple special events at the same time as well as managing student workers who assist with the events. To successfully and efficiently implement the special events on campus, Mrs. Keri fosters an atmosphere of cooperation and creativity among the students who work with her as well as the other departments with whom she collaborates. Mrs. Keri has a team of interns and student workers with various backgrounds. She fosters collaboration and creativity among those individuals as she works to develop their leadership and provide opportunities for them to use their skills in planning, designing, and implementing special events. She also works closely with other departments on campus to ensure the efficiency and effectiveness of all special events that she is responsible for on campus. For example, Mrs. Keri is quick to help herself or ask one of her team members to assist if catering is running behind on setup or service during an event.

Through her interactions with departments on campus and community partners and members, Mrs. Keri has built a strong connection with others. In her role as Special Events and Facilities Coordinator, Mrs. Keri must interact with a variety of individuals (from students, to faculty, to community leaders, to state officials) each day. Through these partnerships Mrs. Keri has built strong connections with individuals on campus, in the community, and in the state. Mrs. Keri is not only committed to positively representing Tech through special events, but she is also committed to meeting the needs of every individual that hosts a special event on Tech campus.

It is a pleasure to work for Mrs. Keri as an intern and student worker for university events. It is her personality to go above and beyond to foster cooperation and build connections as she serves to represent Louisiana Tech through implementing special events. I am therefore pleased to support and recommend Mrs. Keri King for the Outstanding Service Award and believe her nomination by her peers is well deserved.

Sincerely,



Taylor Heiden
Intern and Student Worker
Special Events and Facilities
Louisiana Tech University



LOUISIANA TECH UNIVERSITY.

OFFICE OF
RESEARCH AND PARTNERSHIPS

University Senate
Staff Awards Committee

April 23, 2018

RE: Letter of Support for 2018 Outstanding Service Award Nominee, Keri King

I am honored to support Mrs. Keri King in her nomination for the 2018 Outstanding Service Award. I have had the pleasure of knowing Keri since she began her employment for the University's President's office. In the tenure that I have known her she has and continues to meet and exceed all the criteria recommended for eligibility for this award.

In Keri's position as Special Events/Facility Coordinator, I have observed her significant breadth of interactions with internal and external stakeholders and providing impeccable service. In my personal interactions with Keri regarding business-related inquiries, she has always exceeded in providing educated and helpful guidance especially with regards to selecting appropriate catering items to fit the various types of meetings/events our office hosts. She also is not only very expedient to reserve rooms in multiple areas as requests arise, she makes very conscientious efforts to be available at the events or rooms and available to greet guests to ensure quality services are provided.

With reference to my other interactions with Keri on a more personal level, in talking with her about her activities and goals, I learned that she is also active in the Jr. Auxiliary Organization and to enhance her professional development she is currently seeking to obtain her master's degree in Public Administration. All while taking care of her husband and young daughter.

Keri is one of the most kindest and well-rounded persons I have the pleasure of knowing and I can say without any level of hesitation that you will also agree should you have the pleasure of knowing and interacting with her. She, unquestionably, is deserving of the 2018 Outstanding Service Award.

With the most sincerity,

A handwritten signature in blue ink that reads "Martha Stevens".

Martha Stevens
Assistant for Administration/FSO
Louisiana Tech University



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OFFICE OF THE PRESIDENT

April 25, 2018

Louisiana Tech University
University Senate Awards Committee

Dear Awards Committee,

When I think of someone that serves others well on our campus, several names come to mind but one stands out, Keri King. Keri is the Special Events and Facilities Coordinator. I have the privilege of working with her on a daily basis, therefore I see first-hand how she serves our campus.

The definition of service is "the action of helping or doing work for someone." Keri is extraordinary at helping others. She does it with utmost professionalism and strives to make sure the students, faculty, staff, or customers from our community are her top priority. Her personality is "can do" and this is reflected every day.

At times you can find her interacting and greeting our biggest donors, making sure the bathrooms have been cleaned, or even trying to get that pesky stain out of the carpet before the next big event. Keri wants the venue to look its best and the customer to be happy with every detail from how the room is set up to how the grounds looked when they arrive.

Keri goes the extra mile in serving no matter the size of the event or the time of the day or night. She is always going to provide outstanding service to whomever she is working with, from students to brides on their wedding night. She is here to serve and she serves well!

There are many on our campus that serve; but Keri lives to serve and is most deserving of being honored by the University Senate as the 2018 Unclassified Service Award Recipient.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan W. Richard".

Ryan W. Richard
Coordinator of Planning and Advancement