

Alejandro Mendoza
2416 Cornell Dr.
Faribault, MN 55021

2223 N. Main Street
P.O. Box 457
Creede, CO 81130
Dear Shelly,

I have a very strong interest in the Parks and Recreation Director position currently open in your town of Creede. I believe the tangible skills and knowledge I have acquired through previous work experiences would make me an excellent fit for this position. I have previous experience in a variety of settings including Division 1 athletics and various recreation departments, which has given me invaluable experience along with the opportunity to realize what I would like to do for a living. Through these experiences as a manager I have found it vital to work as a team to achieve success.

Joining your team in Creede is an exciting proposition because I feel this would be a fantastic opportunity to get involved with something I am passionate about, parks and recreation. I believe I would be a terrific fit in your community with my personality and background. Your department has everything to offer that a professional like myself would need to succeed and reach full potential. I feel the experience I have will help me excel in the work environment you have to offer.

I have previously lived out west and have been looking to make the move back. This would be great opportunity to combine an ideal job with a location that is desirable to me. I look forward to being in contact with you going forward.

Alejandro Mendoza

Alejandro L. Mendoza

2416 Cornell Dr.
Faribault, MN 55021
(507) 330-1491
jandro.mendoza@gmail.com

Education

Coventry University, **Sport Management (MSc) 2014**

Coventry, England

Thesis: *What causes lack of participation among Hispanics in high school athletics?*

Bemidji State University **Sport Management (B.A.) 2012**

Bemidji, Minnesota

Professional Experiences

Facility and Operations Coordinator - Internship at Bowling Green State University – Bowling Green, Ohio

October 2015 – May 2016

- Help oversee all aspects relating to student employees. Tasks included hiring and firing, new employee orientation, staff scheduling. Be present during facility rentals to ensure customers' needs were met.
- Assist with game day operations, which include set up, take down, parking, crowd management, game operations, assist in first aid or emergency situations, and cleaning.
- Supervise concession stand operations. Track inventory and order food and supplies when necessary.

Assistant Product Development Coordinator at Gopher Sport – Owatonna, Minnesota

February 2015 – October 2015

- Assist in product development process to keep projects on strict timeline to make catalog deadlines.
- Oversee quality issues that arise on 'Only from Gopher' products and follow through with improvements.
- Contribute on review process of all product development products in life cycle review.
- Maintain a constant flow of communication with vendors to keep process moving efficiently.
- Oversee updates made to Gopher Performance line. Ensure vendors make correct updates.

Pool Manager at Hillcrest Country Club – Boise, Idaho

April 2013 – September 2013

- Responsible for maintaining a safe environment for members and guests.
- Duties included management of employees, oversee the club swim team, scheduling of swim lessons, staff scheduling, and assist planning of special events for the members.

Summer Campus Manager at Shattuck St. Mary's School – Faribault, Minnesota

May 2012 – September 2012

- Coordinate with incoming hockey, soccer, choir, youth, and spiritual camps to make sure all arrangements were taken care of prior to the camps arrival on campus.
- Worked closely with a variety of different types of camps to ensure all their needs were met while on campus.
- Maintained a constant line of communication between the camps and numerous departments on campus to make certain all events went smoothly.
- On call 24/7 to resolve any issues that arose around the two campuses and dealt with them accordingly.

Extra Curricular

Gopher Sport Safety Committee Member

Senior Senator – Bemidji State University Student Senate

CITY OF CREEDE, COLORADO

Employment Application

We are an Equal Opportunity Employer

City of Creede City Promotes a Drug and Alcohol Free Workplace

Please mail or bring your completed application to: City of Creede Town Hall, 2223 N. Main
PO Box 457
Creede, CO 81130

- Do not change the format or layout of this form.
- Type application or print neatly.
- Answer all questions completely and sign the application and all other forms.
- Resumes may be attached but will not be accepted in lieu of a completed application.
- Read all information/disclaimers on this application.
- If you have any questions or need assistance, please contact Clyde Dooley at (719-)658-2276.
- Please use your full, legal name each time you submit an application.

Job Data			
Job Title: Parks and Recreation Director		Date you will be available for employment: 8/29/26	
Personal Data			
Name: Last: Mendoza	First: Alejandro	Middle Initial: L	
Address: 2416 Cornell Dr.			
City: Faribault		State: Minnesota	Zip: 55021
Phone	Days: 507-330-1491	Evenings: Same	Alternate:
All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S. Are you a U.S. citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have the legal right to work in the U.S.? Please explain:			
Date of birth: 6/14/1990			
Have you ever worked or volunteered for the City of Creede? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please give dates:			
Driver's License No. & State: B2 [REDACTED] - MN		Class: D	Expiration: 6/14/2019
Have you had any traffic convictions or accidents in the last three years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please list:			
Conviction or Accident		Date	
Conviction or Accident		Date	
Commercial Driver's License No. & State:		Class:	Endorsements:
			Expiration:
Have you been convicted of any crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.			
Have you ever been discharged from a position or resigned to avoid being discharged? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please explain:			

Employment Application

We are an Equal Opportunity Employer

Education *Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.*

Did you graduate from high school or do you have a G.E.D.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		High School Name: Shattuck St. Mary's - Faribault, MN Location:		
Name of School, College(s) or University	Major	Credit Hours	Degree	Year*
Coventry University	Sport Management	36	MSc	2014
Bemidji State University	Sport Management	124	B.A.	2012

*Proof of degrees from an accredited College/University will be required upon hire.

Name of Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma & Year

List license (date & number), professional registrations (date), certificates and professional memberships:

List honors, awards, fellowships:

Skills Overview

Approximate typing speed in words per minute: 50

List computer software with which you are familiar:
Microsoft Office and a little expereice with Oracle.

Fluent in a language other than English: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Language(s):	Speak:	Read:	Write:
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Please summarize relevant skills and experience that exemplify your qualifications for the above position:

Tools and machines you can use and operate:
Basic tools and machines.

Light or heavy motor vehicle equipment you can operate:
Zamboni

Summarize volunteer services work including dates:
Student Senate 2011-2012

Summarize leadership roles:
Co-Capitan in hockey during senior year of high school.
Various professional managerial roles.

Employment Application

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Employment History <i>Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.</i>			
Current or most recent employer: Bowling Green State University			Phone: (419) 372-2264
Address: (street, city, state) 417 N Mercer Rd, Bowling Green, OH 43402			
Your title: Facility and Operations Coordinator - Internship			
Employment dates	From (month/year): 10/15		To (month/year): 6/16
Supervisor's name/title: Jamie Baringer			
Starting salary: \$1,200/month		Present/Ending: \$1,200/month	Hours per week: 35
Work performed: <ul style="list-style-type: none"> • Help oversee all aspects relating to student employees. Tasks included hiring and firing, new employee orientation, staff scheduling. Be present during facility rentals to ensure customers' needs were met. • Assist with game day operations, which include set up, take down, parking, crowd management, game operations, assist in first aid or emergency situations, and cleaning. • Supervise concession stand operations. Track inventory and order food and supplies when necessary. 			
Reason for leaving: Left to pursue full time benefited employment.			
May we contact this employer if you are considered for the position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Employer: Gopher Sport			Phone: 507-446-5766
Address: (street, city, state) 2525 Lemond Rd, Owatonna, MN 55060			
Your title: Assistant Product Development Manager			
Employment dates	From (month/year): 2/15		To (month/year): 10/15
Supervisor's name/title: Amber Orenstein			
Starting salary: \$35,000/year		Ending: \$35,000/year	Hours per week: 40
Work performed: <ul style="list-style-type: none"> • Assist in product development process to keep projects on strict timeline to make catalog deadlines. • Oversee quality issues that arise on 'Only from Gopher' products and follow through with improvements. • Contribute on review process of all product development products in life cycle review. • Maintain a constant flow of communication with vendors to keep process moving efficiently. • Oversee updates made to Gopher Performance line. Ensure vendors make correct updates. 			
Reason for leaving:			
May we contact this employer if you are considered for the position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Employer: Hillcrest Country Club			Phone: (208) 343-5425
Address: (street, city, state) 4610 W Hillcrest Dr, Boise, ID 83705			
Your title: Pool Manager			
Employment dates	From (month/year): 3/13		To (month/year): 9/13
Supervisor's name/title: Mike Walker			
Starting salary: \$13.00/hr		Ending: \$13.00/hr	Hours per week: 40
Work performed: <ul style="list-style-type: none"> • Responsible for maintaining a safe environment for members and guests. • Duties included management of employees, oversee the club swim team, scheduling of swim lessons, staff scheduling, and assist planning of special events for the members. 			
Reason for leaving: Moved away for graduate school.			
May we contact this employer if you are considered for the position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Employment Application

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Military Service		
Have you ever served on active duty in the U.S. armed forces? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Dates:	From:	To:
Branch:		
Primary duties:		

Conditions of Consideration for Employment

All information contained on the application is subject to verification. The City of Creede may conduct background checks including, but not limited to, credit history, work references, driving records, criminal background records and educational attainment.

I understand an employment offer is may be contingent upon successful completion of a pre-employment alcohol/drug test, any applicable medical examinations, review of work references, and result of a background check.

I understand that specific positions at the City of Creede may require me to provide evidence of an acceptable driving record.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of Creede.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process (Americans with Disabilities Act of 1991).

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Creede and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Town service.

In addition, I give the City of Creede the right to investigate and verify any information obtained through the application process. Permission is granted, and I release from any and all liability any employer, agency or individual providing the City of Creede relevant, job related information that will assist in this process.

I have read and understand the "Conditions of Consideration for Employment." Please acknowledge by checking the box:

Yes No

Signature: 	Date: 8/29/26
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