

# TAU BETA SIGMA

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## FOR GREATER BANDS

To the Sisters of the Tau Beta Sigma Nominations Committee,

I, Siobhan Wilkes, am writing to express my interest to further serve the Sisterhood of Tau Beta Sigma as our next National Vice President for Communication and Recognition. I believe that I have the professional and personal skills to be able to fulfill and exceed the requirements of this position, as well as the desire to further understand the needs of our active and alumni members to promote the growth and welfare of our organization for years to come.

Professionally, I am a Revenue Manager for Quorum Hotels and Resorts in Dallas, Texas where I manage four properties in their efforts to grow their revenues and market share. In my position, I have been able to evaluate current processes for my company and grow our understanding of the markets. I have also influenced the hotels' strengths and weaknesses to create streamlined processes and greater success for my hotels. If given the opportunity to serve Tau Beta Sigma as our next VPCR, I will make it my goal to streamline and improve the current processes of the position, create additional processes to strengthen communication throughout the Sorority, and further recognize outstanding members of our organization.

Since becoming a member of Tau Beta Sigma, I have held a number of positions on the chapter level, as a Life Member, and an active alumna as well. I currently serve as one of the Chapter Visitation Assistants for the Southwest District. As a Chapter Visitation Assistant, I have been able to visit 9 chapters to assist them with their chapter operations, as well as to lend a listening ear to all of their concerns. Within my travels I have gained an increased understanding of the needs of our active membership and the reoccurring issues that they face. I desire, above all things, to assist our membership and the Sorority to overcome the obstacles that our members face, and if selected to serve I will do so by creating additional educational resources to grow awareness and understanding of the major pillars of our Sorority: Music, Leadership, Service, and Sisterhood.

I also had the pleasure of working with the Jarvis Christian College Colony as their Colony Advisor. As a Colony Advisor, I had the opportunity to positively impact the growth and creation of a chapter, and I have had the opportunity to further understand the values and structure of a chapter at a Historically Black College. I am honored that I was selected to serve the Sorority in this capacity.

If given the opportunity to serve Tau Beta Sigma as the 2017-2019 Vice President for Communication and Recognition I believe that I will be able to learn more about the inner workings of our organization and then mobilize the needs of our membership to impact positive change and growth. I believe that my skills will help to increase the impact of the VPCR position, and my adaptable personality allows me to be open to all perspectives which would make me a positive asset to the council.

I am excited for the opportunity to further serve an organization that has given so much to me in the past 10 years as a member. I will be available and looking forward to further speaking with you all regarding my qualifications in the near future. Thank you for your time and for giving my application full consideration for the position of 2017-2019 Tau Beta Sigma National Vice President for Communication and Recognition.

It is an Honor to be selected to Serve,



Siobhan Wilkes, TBS CVA

Siobhan Lynette Wilkes  
Tau Beta Sigma Life Member #3236

Siobhan E Wilkes

## Professional Experience

Corporate Revenue Manager- *Quorum Hotels and Resorts (Present)*

- \* Collaborate with hotel team to create strategies to increase rates and market share
- \* Facilitate weekly revenue meetings and monthly forecast meetings for properties within portfolio
- \* Manage all rate loading and correspondence with third party personnel
- \* Evaluate historical performance of rates and local accounts to develop additional strategies for hotels

Revenue Management Coordinator- *Quorum Hotels and Resorts (June 2016-April 2017)*

- \* Prepare and present daily and special reporting for (8) hotels within portfolio
- \* Assist Vice President of Revenue Management with implementation of strategy, special reporting and projects
- \* Provide analytical support for properties to increase opportunities for hotels
- \* Manage all rate loading and correspondence with third party personnel

Group Rooms Coordinator- *Hilton Fort Worth/ Ashton Hotel (2013- 2016)*

- \* Knowledgeable in all areas of Group Rooms and a number of Hilton revenue tools and systems, and reservations programs
- \* Create and manage group room blocks and reservations
- \* Fulfill individual travel reservations, and assist hotel with all reservation needs
- \* Coordinate Group Pick up meeting and adjust inventory for all group room blocks
- \* Assist Brand Revenue Manager with interpretation of revenue reports, implementation of strategy changes, and other special projects as needed

Front Desk Agent - *Hilton Fort Worth (2012-2013)*

- \* Create and maintain guest reservations and accounts.
- \* Provide a welcoming and warm atmosphere for guests and strive to exceed guest expectations and needs.
- \* Correspondence with guests and clients regarding Hotel amenities, guestrooms, and group blocks.

## Education

STEPHEN F. AUSTIN STATE UNIVERSITY- Nacogdoches, TX  
Bachelors of Science in Hospitality Administration with Marketing Minor (2010)

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Carolyn Pkwy #316,  
Irving, Texas 75039

Phone: 254-630-3415

Email:  
[Siobhan@tbsigma.org](mailto:Siobhan@tbsigma.org)

## **Tau Beta Sigma Experience and Involvement**

- \* Chapter Visitation Assistant, 2015-2017
- \* Life Member #3236, September 2015
- \* TBSAA & Southwest District Alumni Association Member

### District Convention Clinic/Committee Advisor

- \* 2017- SED Auxiliary Clinic Coordinator
- \* 2017- SWD Spirit and Sisterhood Committee Advisor
- \* 2016- SWD Auxiliary Clinic Coordinator
- \* 2016- SWD History and Traditions Committee Advisor
- \* 2013- Auxiliary Clinic Coordinator
- \* 2011 Spirit and Sisterhood Committee Advisor

### Southwest District Vice President of Membership Candidate, 2010

- \* Chapter President, Beta Zeta, 2009-2010
- \* Executive Council Chair, 2009-2010
- \* Colony Committee Chair, 2009- 2010
- \* North/ East Texas Area Workshop Coordinator, 2009-2010

### 2009 Southwest District Convention, Baton Rouge, LA

- \* Delegate for Delta Upsilon Chapter
- \* Membership Committee member

### Vice President of Membership, 2007-2008

- \* Executive Council Committee, 2007-2008
- \* History and Traditions Committee, 2007-2010
- \* Grievance Council, 2007-2010

### *2008 Southwest District Convention, Nacogdoches, TX*

- \* Convention Host Chapter and Staff Member
- \* Delegate for Gamma Phi Chapter
- \* Auxiliary Clinic Coordinator

*Initiated into Beta Zeta Chapter, Stephen F. Austin, April 2007*

## **Additional Band and University Involvement**

- \* Independent Color Guard Coordinator, 2008 -Current
- \* Texas Christian University Color Guard Coordinator, 2014-2016
- \* SFA PURPetual Motion Winter Guard Choreographer, 2011-2012
- \* Hospitality Administration Society Member, 2008-2010
- \* SFASU University Concert Band, 2007-2010
- \* SFASU Lumberjack Marching Band Member and Leadership, 2005-2009

Siobhan L Wilkes



To the Sisters of the Tau Beta Sigma Nominations Committee:

I am writing on behalf of Siobhan Wilkes, candidate for Tau Beta Sigma Vice President for Communication and Recognition. I have known Siobhan throughout her time as a Chapter Visitation Assistant for the Southwest District, and it is my pleasure to recommend her for this position.

Siobhan came to visit the Gamma Nu Chapter on November 4<sup>th</sup> and 5<sup>th</sup> of this past year. She was very enthusiastic and organized in scheduling this visitation, as well as allowing us to have the choice of the things she could present to us that would be most helpful. With this level of dedication to making sure the visit was productive and beneficial to us, we gained knowledge as a Chapter and were able to continue to utilize it throughout the rest of the year.

Siobhan has also attended multiple rituals at the Gamma Nu Chapter. As this year's Vice President of Membership, I invite several people from outside of our Chapter to attend rituals, and Siobhan came to Arlington multiple times to see our membership class complete two of their three degrees.

Siobhan has taken time to get to know several members of my Chapter on a personal level, and I feel like this dedication to interpersonal relationships will directly influence the way she is able to complete the duties of National Vice President for Communication and Recognition. I believe Siobhan will be able to facilitate the monthly student chats in a manner that makes more students interested in attending them and actively participating. Siobhan has proved that she is willing to focus these learning experiences around what the community is most interested in, which will make them more productive than ever before.

Siobhan stands out to me as an individual who never shies away from reaching out to any Active member of Tau Beta Sigma. She was one of the first people to interact with my Chapter in several years, which did not go unnoticed. It is apparent that Siobhan has the best interest of the Sorority at heart always, and she will be a great asset for the National Council of Tau Beta Sigma.

MLITB and MOTS,

*Shannon Lotti*

Shannon Lotti  
Tau Beta Sigma – Gamma Nu Chapter  
The University of Texas at Arlington



Q U O R U M  
HOTEL ADVISORS, L.L.C.

Melissa Stillwell  
Quorum Hotels & Resorts  
5429 LBJ Freeway, Suite 625  
Dallas TX 75240  
April 12, 2017

Dear Tau Beta Sigma Nominations Committee:

I am writing to recommend Siobhan Wilkes for the TBS Vice President for Communication and Recognition position for the 2017-2019 biennium. As her direct supervisor at Quorum Hotels, I have had the pleasure to work closely with Siobhan for the past year and her incredible abilities have assisted in growing and improving our department. Siobhan's strong work ethic and drive continue to amaze our entire team each day!

Siobhan has shown strength in both her ability to quickly adapt to our rapidly changing work environment and is also very strategic and forward thinking with regard to big picture planning. Showing immediate ingenuity upon starting with Quorum, Siobhan quickly organized herself by creating checklists, and is constantly researching ways to improve our current processes.

One of Siobhan's greatest assets is her ability to get along with people on many different levels. She is able to smoothly network with CEO's, and also able to connect with guests and other office personnel. She is a good communicator, and anticipates the needs of our team to get every job done.

I often joke that Siobhan is my left and right arm, and our department would not be as efficient without her. She is a great asset to our team, and would be a great asset to the Sorority as the Vice President for Communication and Recognition. If you have any questions or would like more information please do not hesitate to contact me.

Sincerely,

Melissa Stillwell  
VP of Revenue Management  
Quorum Hotels

*To the Tau Beta Sigma Nominations Committee,*

*It's my absolute pleasure to recommend Siobhan Wilkes for National Vice President for Communication and Recognition with Tau Beta Sigma. Siobhan and I have worked together for about 4 years combined, currently at Quorum Hotels and Resorts and formerly at Remington Hotels.*

*I thoroughly enjoy working with Siobhan in different capacities, as her peer and previously as a supervisor. As such I have come to know her as a truly valuable asset to absolutely any team. She is honest, dependable, and incredibly hard-working. Beyond that, she is extremely self-motivational, disciplined and her creativity is constantly impressive. Another notable aspect of hers is her resilience and commitment to the cause. She will always follow through and is known to go above and beyond.*

*Apart from her knowledge of Revenue management and hotel operations, I know Siobhan to be very passionate about the Tau Beta Sigma Organization and I see the joy and pride she takes in her involvement. She is known to be steadfast and very focused on her goals while at the same time maintaining an open and "big picture" perspective with all of her work and personal projects. I believe that this along with her eagerness to learn, grow and succeed are the very skills that she will impart in her future work.*

*Along with her undeniable talent, Siobhan has always been an absolute joy to work with. She is a true team player, and always manages to foster positive discussions, critical thinking and bring the best out of anyone she encounters. Her passion for the growth and success of the Sorority is ever apparent and I know her to be decisive, and uplifting to all around her.*

*Without a doubt, I confidently recommend Siobhan to serve as VPCR at the National level of Tau Beta Sigma. As a dedicated and knowledgeable associate and peer, and an all-around great person, I know that she will be a devoted and transformational leader.*

*Please feel free to contact me at [mary.ukpong@aloftlascolinas.com](mailto:mary.ukpong@aloftlascolinas.com) or via cell phone at 469-348-5848 should you like to discuss Ms. Wilkes' qualifications and experience further. I'd be happy to expand on my recommendation.*

*Best wishes,*

*Mary Ukpong*