

Thomas W. Lolio, Jr  
PO Box 1002  
Little Compton, RI 02837  
401-529-8177

January 19, 2009

Dear Sir or Madam:

I am in search of a full-time position at a year-round camp in the southeast area of the United States. I am looking for an Executive Director Position or equivalent. I have over twenty years of experience, which includes: Youth Directing at Haven United Methodist Church for 15 years, as well as Program Director and counseling for 23 years at Camp Aldersgate in Rhode Island. I come with extensive relevant experience. I do not have a college degree but am currently attending Drew University and am enrolled in the Camp/Retreat Certification Program. I have been working closely with Executive Director Jeffery Thomas of Camp Aldersgate for many years. I have also been attending the National Gatherings and other seminars and workshops. I have strong skills in the camping and retreat field as well as owning my own business in Property Management. My passion, which is working with youth, is to help them discover more about their faith and self-being. This has been rewarding all these years and I want to continue this important ministry.

I'd like the opportunity to tell you more about my work, my work experience and how my skills will contribute to the successful day-to-day running of your camp. I'd be happy to supply strong references, at your request. I look forward to discussing any relevant positions with you.

Sincerely,

Thomas W. Lolio, Jr

PO Box 1002  
Little Compton, R.I. 02837  
Phone: 401-529-8177  
E-mail tloiojr@gmail.com

#### Summary of qualifications

20 Years Customer Service  
23 Years Property Manager/Caretaker  
20 Years Program Director/Counselor/Retreat Leader  
15 Years Youth Director, Haven United Methodist Church  
20 Years Counseling for youth  
10 Years Personnel management  
10 Years Personnel training  
20 Years Plumbing/Electrical/minor carpentry  
20 Years Program creator/advertiser

Professional experience      2005 - Present Self Employed Property Management  
1998-2005                      David Haffenreffer      Little Compton, R.I.

#### Property Manager

- ⊙ Professionally managed a 75 acre estate including six homes
  - ⊙ Effectively managed and trained assigned personnel used in maintaining grounds and houses
  - ⊙ Expertly operated a public water system that supplied 17 homes
  - ⊙ Professionally assisted estate owner with personal needs
- 1986 - 2007    Camp Aldersgate      North Scituate, RI

#### Program Director

- ⊙ Professionally directed summer programs for children at a United Methodist Conference Church Camp
- ⊙ Efficiently created and advertised themed weekend retreats along with summer camps for child and families
- ⊙ Effectively provided counseling to campers and staff
- ⊙ Expertly trained summer camp and retreat weekend staff
- ⊙ Successfully maintained 15 buildings and 200 acres grounds to ensure safety of users
- ⊙ Worked in food Service

#### Education

Enrolled at Rhode Island School for the Deaf, American Sign Language Course  
Completed 390 hours in seminars and work shops to add to my work with youth. Traveled to different states to gain access to seminars and workshops. Attended 8 National Gatherings