

10330 NW 6th Street
Coral Springs, FL 33071
April 18, 2014

To Whom It May Concern:

I had the privilege of working with Kathleen Hamilton for nearly 10 years at Parallon Workforce Solutions.

In her role as Technical Writer, she was solely responsible for all internal and user documentation, supporting applications and processes created by the development team. Consequently, she managed a significant workload, creating and maintaining user guides, training materials, online help, and web-based training programs for the entire application portfolio. Kathleen consistently met project deadlines and often worked nights and weekends to ensure projects remained on schedule.

The quality of Kathleen's work is outstanding. She demonstrates an impressive knowledge of documentation standards; her attention to detail results in an accurate, professional product. She strives to keep abreast of new technologies and continually engages in self-development activities.

Most importantly, in my opinion, Kathleen is a quality person. She is friendly, respectful, has a great attitude, and will go above and beyond to help the team and coworkers.

I can, without hesitation, recommend Kathleen Hamilton. I am sure she will be an asset to any organization fortunate enough to secure her services.

If you have any questions, please feel free to call me at (954) 649-4531.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Jeffrey', with a long horizontal line extending to the right.

Fred Jeffrey
Chief Information Officer