



April 18, 2003

Subject: Letter of Reference for Laura Beth Adams

To Whom It May Concern:

Beth began her career with Favorite Nurses as an Administrative Assistant to the Executive Vice President and Regional Managers in March 2001. Although, I did not directly supervise her at that time, I had occasion to work with her while planning several national meetings. I was very impressed with her Power Point skills and ability to multi task.

Beth assumed the newly created position of Internet Coordinator in January 2002 under my direct supervision. Her responsibilities included maintenance of Favorite Nurses public website, design and updates to national branch office (63) home pages, web activity tracking reports, daily communications with nurses via email, general help desk questions, and special projects as assigned.

I was quite impressed by Beth's ability to complete assignments on time if not prior to due dates. Beth consistently worked to find solutions to various functionality issues with the website and created protocols to handle them. She was also instrumental in creating and updating an internal website manual for all employees. Beth assisted in training sessions both in a NetMeeting environment and one to one training over the phone. Beth has flair for communicating both verbally and in writing. Her ideas are clearly planned and presented in creative and user friendly manner.

Overall, Beth was a very conscientious and able employee. I certainly considered her an asset to my division and I was saddened to see her leave. I would recommend Beth for any administrative assistant or internet services position.

Please feel free to contact me directly should you need any further information.

Sincerely,

Dee Caldwell
Director, National Branch Services