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To Whom It May Concern:

April 26, 2012

It is with pleasure that I provide this reference for Tanya Hughes.

Tanya was employed with Nicola Wealth Management for six years, during which time she was promoted to the planning team. After leaving the firm for extended travel, she was again re-hired for a temporary contract, for the duration of her stay in Canada. A valued member of the NWM team, she brought a variety of attributes to her roles.

Tanya held many responsibilities during her time with us. Her role as a personal assistant was focused in administration and organization but also called for proactive thinking, excellent client service skills and the ability to work effectively both independently and as part of a team. Her high level of professionalism, attention to detail, ability to focus under pressure and her multitasking skills made her an exceptional assistant.

Well liked by our prestigious clients, as well as the staff, Tanya brought a positive outlook to the challenging roles she worked in. Over the years Tanya also worked for the social committee in charge of large company parties and smaller in office moral boosting events. She was very active in organizing a variety of charity functions, rallying staff to get involved. Also quick to participate in our many off hour company client events, she could be depended on to volunteer whenever needed.

In addition to being extremely organized, reliable and hardworking, Tanya has excellent communication and interpersonal skills. She was able to work in a very high pressure and fast paced environment, effectively meeting deadlines and was able to follow through to ensure that the job got done. She was flexible and willing to work on any project that was assigned to her.

Tanya would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carolyn Shrimpton', is written over a printed name.

Carolyn Shrimpton, BA