

Re: Reference letter for TANYA HUGHES

April, 2016

I have had the pleasure of working with Tanya both as a colleague, and as her supervisor for the past 8 years.

Tanya started with Nicola Wealth Management in 2005 at our reception desk for a period of 3 years. At that time we were a small company and she was instrumental in developing office procedures that were crucial to our day to day operation.

Tanya then moved into our Planner Support Team for a period of 3 years where she worked with various planners in the role of advisor support. She worked assisting various financial planners directly, working closely with our clientele, arranging meetings, all documentation for those meetings as well as maintaining their portfolios.

Tanya left the firm for a travel sabbatical, and returned to us on a contract basis from 2011 to 2014 in various capacities for a period of 3-5 months each year. Given her vast experience with the company we have been able to throw her into several areas which required little or no training time on her part.

Effective April 1, 2016 Tanya has finished a 16 month relief contract which started December 2014. During this time, she was acting executive assistant to our CEO, John Nicola and for the past 5 months has been developing a new executive assistant position to our President, David Sung. Along with these demanding roles, she was also acting as assistant office manager running the day to day requirements which consisted of all supply control; reception back up; as well as assorted other projects we gave her. January to March 2016, she was also asked to take on my position as office manager I was off work with an untimely illness. Tanya was more than up for the challenge, and showed she was invaluable to the company at a time when others would not have been able to cope.

Tanya has a great work ethic, is dependable, able to work with a wide variety of personalities effectively, and has above average administration and management skills. I would highly recommend her in various capacities as outlined above. Please feel free to contact me should you require further information.



Cathy Whalen

Office Manager,

Direct: 604.739.6450

cwhalen@nicolawealth.com

www.nicolawealth.com