

November 8, 2018

Professional Letter of Recommendation in Support of Angelic N. Skipper's Employment Application

Dear Sir/Madam,

With great honor, I am writing this professional letter of recommendation in support of Mrs. Angelic Skipper's application for candidacy as Professional Administrative Assistant with your organization.

I have had the esteem pleasure of working with Angie for over two years collaboratively on special projects in support of my role as Executive Assistant to the Director of the Center for Mitochondrial and Epigenomic Medicine at Children's Hospital of Philadelphia Research Institute. Angie's professionalism, attention to details, and critical thinking with sensitivity of confidentiality issues are exceptional.

In Angie's current role at CHOP, her primary responsibilities include, but are not limited to, coordinating all aspects of events and meetings, tracking reimbursement expenditures, scheduling and staffing meetings, and preparing on-boarding materials for welcoming new employees. Angie's knowledge and comfortability in Microsoft Word, Excel, PowerPoint, and Concur is extensive and she takes advantage of additional training courses offered here at CHOP. She has continuously demonstrated great organizational skills with multitasking complicated tasks in a timely manner.

I wholeheartedly enjoy working on special projects with Angie as her strengths, dedication, and expertise always support the team. She would be an asset to any organization.

Please feel free to contact me if you have any questions regarding my professional letter of recommendation in support of Angie's candidacy for employment.

Sincerely,



Ameena Al-Amin
Executive Assistant
Cell: 267-221-2625