



2/29/2016

To whom it may concern:

It is my great pleasure to write this letter of recommendation for Ginger Browning. Ginger began working for American Residential Properties in June of 2014. I have had the pleasure of observing Ginger Browning's professional development over the past 18 months, and can state with confidence that she is a motivated and responsible person with a high degree of professionalism, confidentiality and integrity. She worked very hard and progressed steadily, revealing her passion and enthusiasm for her position at the same time. Her performance at work proves that she is fully capable of fulfilling any executive assistant role with ease. As the CFO of American Residential Properties, I feel that I know Ginger quite well and can say without a doubt, she can be trusted with any and all tasks.

In this role she was assigned a myriad of responsibilities and handled them quickly and effortlessly. She displayed dedication and attention to detail every day. Her duties involved managing multiple ever changing calendars, heavy professional and personal travel, substantial corporate and personal event planning, project management, expense reporting all while providing a smooth and seamless work flow. Very few if anything ever slipped through the cracks and I could always count on her being ten steps ahead.

Her role required strong organization and communication skills, and she has shown that she not only has these skills, but that she also has the ability to inspire respect and cooperation in teammates. She routinely took initiative to identify problems and devise solutions. Ginger deserves serious consideration for an executive and or personal assistant role. If you need further information about Ginger, please do not hesitate to contact me.

Best,

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