



February 22nd, 2011

To whom it may concern:

Tracey Videen worked as PixZel Effects Office Manager for six months through a temporary employment service. The skills she exhibited while with us were excellent. She was regularly able to suggest ways to improve processes within our new company. She always completed requested tasks in a time frame that exceeded my expectations.

Tracey's abilities with Microsoft Excel are advanced. She was able to create a complex quote form for me in Excel so that I am now able to produce a quote to a potential client in moments. Tracey's technology skills are well developed and exceed the needs of her position, allowing her to remotely assist me when I had computer difficulties.

Tracey regularly would make sure the companies choices were as budget conscious as possible. She routinely sought out the best price and less expensive alternatives when spending was required. She was meticulous in entering data into QuickBooks. At any time, she was able to give me the data I requested without delay.

I found Tracey to be a cheerful worker with the desire to aid others when she was able. She has a lighthearted manor and easily works unsupervised and independently. She was a good fit in our small company's culture.

I was saddened when her contract was fulfilled with Masterson Personnel and our budget made PixZel Effects unable to hire her on staff. We overestimated the rate of growth of our new company and did not have the revenue or the available work to continue her position with our company. I hope she is able to find a new company that can benefit from her vast abilities as I do not foresee a need for an office manager at PixZel Effects in the near future.

Sincerely:

A handwritten signature in blue ink, appearing to read "Richard Willis", written over a horizontal line.

Richard Willis
President
PixZel Effects, LLC