



Thursday, May 21, 2009

To Whom It May Concern:

I am writing on behalf of Tracey Videen. Tracey has been our Office Manager at HotSkills, Inc. and Orange Parachute for over two years now, and has excelled at her position. She's created efficiencies that were non-existent prior to her joining our firm, and is always eager to improve our back-office function. She's handled everything we throw at her, and has always done so timely and effectively. Tracey is extremely loyal, and could have left our firm on a number of occasions, choosing to stay with us even as we've had difficulties in the current economy. Because of this, we've had to restructure her position to a few hours per week.

I would highly recommend any hiring manager seeking an Office Manager or Executive Assistant to strongly consider Tracey as the right person for the job.

Should you have any questions, please contact me directly at thyde@orangeparachute.com or 651-303-1146.

Regards,

Travis Hyde
CEO
HotSkills, Inc. and Orange Parachute

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