

January 10, 2010

To whom it may concern:

My name is Mandy McMahon and I believe Ginger Browning is an effective and trustworthy employee. I have known Ginger over two years. We met while we were both employees of Barclay Group, became fast friends, and often had the opportunity to work together. Ginger was the Executive Assistant to the company president. I am employed as his household manager.

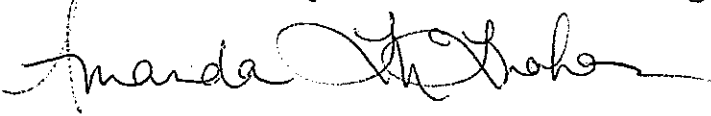
Ginger and I most often worked together to coordinate the hectic schedules of his five member family. Our boss coaches his sons' basketball teams. Ginger handled the practice and game schedules, was in charge of team paperwork, and kept team members and parents up-to-date through email. Ginger handled all travel arrangements for the family, including flights, hotels, rental cars, and itineraries. Ginger also made all personal appointments for our boss and handled errands for him as well.

Ginger worked on personal matters at our employer's home. Ginger was instrumental in compiling a list of all contractors that had worked on his house as it was built. Ginger was in charge of all personal files and kept track of things like bills, receipts, insurance, and credit card information. Ginger scheduled service for the family's many vehicles and often provided me with rides to and from dealerships.

Ginger was willing to help out when things needed to be done. She helped pack when our boss sold his home and found temporary housing for the family when they were between homes. She secretly wrapped presents for Santa. She volunteered at a charity event that our boss's wife was involved with because they were short staffed. She also picked up our boss's children at school from time to time.

In the years I have known her, Ginger has proven to be discreet and loyal. She never took advantage of her position or misused the personal information she was privy to. Ginger maximizes her wide range of abilities and is focused and thorough when it comes to her job. I remember our boss referring to Ginger and saying, "Everything I give her to do, she does well."

Thank you for considering Ginger Browning, for this position. Feel free to contact me should you wish to discuss Ginger further.



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