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January 6, 2010

To whom it may concern:

This letter is to serve as my personal recommendation for Ginger Browning. My name is Scott Archer, the managing director for the Barclay Group, Western division.

Ginger worked as my executive assistant from January 2008 – November 2009. Her extensive responsibilities included: company-wide travel arrangements, facilitating the coordination of various office reports for our business partners, assisting with planning for industry conventions, and organizing business meetings.

In addition, Ginger worked closely with my family and our personal assistant to play an integral role in the management of our personal assets; such as insurance claims and travel itineraries.

She handled each of these roles with the utmost professionalism and integrity. Her communication skills and resourcefulness were invaluable. Ginger would be a tremendous asset to any organization, family or individual.

If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.

Sincerely,

Scott T. Archer  
Managing Director  
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