

## HOUSE OF RESTORATION

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To whom it may concern:

Our organization is a community outreach to Petersburg, Virginia operating on five sites. We are open 363 days a year and have served our community for over nineteen years. We provide daily support to children who might otherwise go unnoticed.

Because of our limited resources, our administrative support funding is quite limited. Karen Hill is an invaluable asset to our effort. Even though we are geographically separated, Karen remotely supports us daily.

We have numerous daily, monthly, and annual government regulatory compliance and documentation that must be kept current. Recently, one of our longtime staff members died quite suddenly. Upon his death, years of digital records stored on his computer were lost.

Karen was able to take our hard copies to create and input the data into new forms and databases. They are clear, concise, and easy for our staff to use. Quite often, we have only been able to give Karen a general concept of what we want. She can interpret our needs and translate that into forms that can be utilized at all five locations.

She is responsive, often after hours. Occasionally, we have projects with an "ASAP" deadline. She has created diplomas, timesheets, meal counts, and much more in an airport during a layover between flights. Karen has a "can do" mindset and applies it daily to every task. She is intuitive and a great listener. She can translate a concept into a useable document quickly and efficiently.

I was invited by a local author to share my struggle on the road to success and philosophy of winning. Due to my heavy workload, I had given her a rough draft but, nothing close to what was needed for the publication deadline. Karen drew on her expertise in creating executive biographies that exceeded what I could have imagined. Her desire to see my years of community service and my dedication to the children we serve presented in the best possible light led her to go above and beyond in her effort. She worked all night with numerous rewrites to present my life's work favorably for the world to see.

Her genuine concern for her clients and personal standard of excellence has elevated our organization's level of professionalism to new heights as never before.

Without a doubt, it is my honor to recommend Karen Hill for any administrative position she applies for. She is hard-working and a great team player, I am confident that she will be a valuable addition to your organization.

Sincerely,



Dr. Marietta Brown  
Director