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To Whom It May Concern:

Kim Lee worked for our company from the spring of 2007 through the fall of 2008. Her duties included managing the entire office operations of Bluestone Marketing. Kim managed all of our orders from placement, production, delivery, follow up and billing. She worked with a variety of reports to help manage that process. She was a quick study and learned our system independently during her training. Additionally, Kim improved her skills in Adobe Illustrator by taking independent study.

Kim's organizational skills added focus and value to our operation. She managed our databases, coordinated and executed mailings. She conducted research and created presentations. She ordered and organized supplies, catalogs and samples.

We were very pleased with the quality of Kim's work. She was extremely loyal and dedicated to the success of our company. She was always punctual and understood how important she was to our team. Kim was always considerate of the needs of others and she regularly received rave reviews from our clients.

When we went to hire an administrative assistant, we expected to choose a candidate who shared our business values. We were very choosy. Kim was a perfect fit. We will miss Kim's diligent work ethic, creativity, honesty and professionalism.

I am glad to discuss Kim's performance if you'd like to call me.

Sincerely,

Tom Bagli
President
Bluestone Marketing Inc
303.527.0900



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