

March 30, 2010

To Whom It May Concern

Re: Letter of Recommendation for Joan Burge, founder and CEO, Office Dynamics

I trust this note finds you well and a renewal of your business coming out of the financial downturn.

The spirits of my comments are around the consideration of Ms. Joan Burge at Office Dynamics to assist you in helping the continued development of your Executive Assistants to reach their full potential.

Joan came to our company to do a similar exercise and was directly involved with my Executive Assistant, Marilyn Elder. We actually interviewed a number of firms and they all seemed to have trite ideas about how to enhance our working relationship as well as improve our outcomes.

Joan's framework for addressing the quality of the interactions was the culmination of years of experience in being an Executive Assistant and then providing consulting and coaching to Executive Assistants in some of the more prominent company's in the country.

I saw that she had refined the framework to include best practices from her interactions with so many talented people.

Specifically, Joan and I (and later other executives and their assistants) worked through joint improvement exercises that she helped mediate and facilitate. I was struck by her people skills and even temperament in helping all in the system see how to be more professional in their approach. There were a number of specifics that came from her work and I can warrant to you that we more than got our money's worth.

I trust this letter of recommendation can help you from a perspective of one who had an exceptional interaction.

Sincerely,



James P. Hackett
President & CEO

JPH:mle