

To who it may concern,

It is my pleasure to write a letter of recommendation for Cleia Bravim Grubb. My late husband Lester and I had the privilege of employing Cleia for more than 14 years. She is extremely talented, flexible and a pleasure to work with. We found her to be a self-starter and an extremely responsible person.

She was willing to take on additional duties over the many years of employment. Cleia was very resourceful and regularly used her creative problem-solving abilities.

Ms. Grubb helped both Lester and I set up filing systems for our professional and home offices which I continue to use today.

She performed a wide variety of duties including assisting us in hiring staff, accompanying us to professional meetings, handling paper work, and assisting with our personal finances.

Additionally, Cleia coordinated flights, ground transportation, meetings, presentations, speeches, and conferences. Also, she used her extensive skills to plan and organize to completion social and professional gatherings at our home and elsewhere.

I would highly recommend Ms. Grubb to your organization because of her personal and professional skills. In addition to her ability to speak three languages she has the patience to understand those who have speech difficulties.

I believe she would be an asset to your company on many different levels. She is a multi-faceted person who is able to adapt to any situation with grace and ease.

If Cleia had not moved out of the area she would still be in my employment today.

Please do not hesitate to contact me if you have any questions about Ms. Grubb at the information above.

Sincerely,

Barbara Pritchard
217-328-3095