333 South State Street, UC361

Salt Lake City, UT 84037

Phone: 801-647-7065

Braun Northwest

Chehalis, WA

To whom this may concern:

I am writing to recommend Cindy Colvin for the position at Braun Northwest. I have the pleasure of working with Cindy currently at Dominion Energy, an integrated electric and gas utility company, in her role as an administrative assistant. Within my engineering role Cindy has been essential at taking responsibility of many of the logistics involved with the company’s construction projects and daily operations.

Cindy has been a vital part of the Dominion Energy team as she has taken ownership of the following processes that are in addition to her normal administrative roles such as:

* Invoice matching and coding for company projects;
* Reconciles company credit cards & balance agents funds (checkbook);
* Coordinates internal construction/services bid process and awards jobs
* Coordinates construction material transfers from warehouse to site locations;
* Procurement and maintenance of company vehicles;
* Time-entry administrator, creates schedules and runs reports for management

With her abilities, internal/external customer service, and dedication, Cindy will make a great asset to your company. I have no doubts you will be exceptionally pleased if you hire her. If you have any questions, please feel free to contact using my information above.  
  
Sincerely,

Jacob Abraham  
Engineer II – Dominion Energy