

July 18, 2013

To whom it may concern:

This is a letter of recommendation for Kevin Kelly. Kevin is a dedicated worker who displays exemplary interpersonal skills in working with both clients and colleagues. During my thirty-seven years as an educator, consultant, and manager, I have had the pleasure and luxury to work with many quality people and I consider Kevin to be of the highest quality.

Over the past two and a half years, I have worked with Kevin as both a colleague and his manager. For one and a half years, we were colleagues; I was the Implementation Specialist Manager and Kevin was a Professional Development Specialist. We teamed together to train and provide customer support for accounts in Indiana, Illinois, Michigan, and Wisconsin. During the last nine months, I have served as his manager. The Professional Development Specialist position required the employee to be self-directed, self-motivated, and have the ability to communicate in both formal and informal situations via email, phone, or face-to-face.

As a Professional Development Specialist, Kevin handled in excess of 300 accounts in at least eleven states. He provided onsite trainings and/or virtual trainings as needed, which means he worked with small and large group presentations in virtual and face-to-face situations. Kevin's years as a school administrator served as a boon to me. When I was on vacation or working in areas that did not allow me to complete management duties, Kevin filled in and managed our team. I have full confidence in his abilities to manage a team in myriad situations.

From my time as a colleague and his administrator, it is clear to me that Kevin has the professional qualities and enthusiasm to be successful. He is the most professional person I have met in my career. I feel he would be an exemplary addition as an administrator or employee for any entity.

If you should care to discuss Kevin's skill set or qualifications further, please contact me: cell (217/ 415-9686), or e-mail (roth5@comcast.net).

Sincerely,

Kevin J. Roth