

Letter of recommendation for Ms. Katie Delgado

February 17, 2016

To Whom It May Concern:

It is with please to offer a letter of recommendation on behalf of Katie Delgado. I have known and worked with Katie for nearly four years. During this period I have found that Katie approaches every assignment in a highly professional, thorough and collegial manner. Katie is attentive to details while being a “big picture” thinker who is inclusive and strategic in her facilitation and management of projects. Katie works comfortably with diverse participants, and utilizes her wit and humor to maintain project scope, timeframes, and deliverables.

Katie is a quick study, open to learning new approaches to better ensure both her own mastery as well as to add value to better serve the larger interests of the project team. Katie is skilled at listening, and a direct communicator capable of objectively delivering the essential “givens” that are guiding the ultimate project objectives. Because she is proactive, open and attentive by nature, Katie is consistently perceived as a trusted colleague, leader and partner in any task involving diverse stakeholders.

I worked closely with Katie where I specifically requested her assistance as the project manager for the leader development (known as Excellence) planning team. This project involved all the aspects around the development of curriculum, participant communications, workshop evaluation and sustainability planning, executive presentations, to the initial phases of workshop delivery and execution. This project did not have any allocated resources, so the planning team had to construct a feasible approach to implement the workshops. Creativity, open-communication and problem solving were key to the success of launching Excellence workshops in a short time frame. I could not have done it without Katie as the project manager. This is one example of how we have worked together and I have benefited from her project management skills.

Therefore, it with great enthusiasm that I endorse Katie’s candidacy for any position that requires a capable project manager with effective people skills.

Sincerely,

Linda J. Kleingartner
Director, Office of Continuous Improvement
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