



Saturday, October 19, 2013

To Whom It May Concern:

This letter is my personal recommendation for Kara Adams, my Administrative Assistant since 2011.

Kara is an extremely pleasant, diligent, and loyal employee. Her demeanor is calm, even under the most difficult of circumstances. She acts with the utmost integrity and earned my unequivocal trust allowing her to manage bank cash transactions without additional approval. Kara is independent and able to complete tasks from beginning to end without oversight. She consistently delivers quality, on-time work. She interacts with employees, customers, suppliers, and our bank in a gentle, but firm manner that maintains the integrity of our processes yet allows the company to provide excellent customer service. Kara is as adept at communicating on the telephone as in person.

During her tenure, Kara undertook increasing responsibilities. Kara managed complex tasks such as regulatory compliance with Federal Motor Carrier Safety Administration requirements. She managed freight for the movement of goods, performed due diligence on prospective transportation partners, and transitioned into the management of billing for my transportation brokerage entity. Kara was required to "wear a number of hats," which she did with ease and adaptability.

It is for these reasons that I recommend, without reservation, Kara Adams to any employer looking for an outstanding, competent, hard working, and honest individual to join its team.

If you should need further information, please do not hesitate to contact me.

Sincerely,

John Paul Mokski
President

444 N Michigan Ave Suite 1050, Chicago, IL 60611
Telephone: (888) 880-4244 Fax: (888) 693-0392
E-Mail: johnpaul@esptrans.com