

Letter of Recommendation

To Whom It May Concern:

I highly recommend Diane Hess for any virtual office assistant duties. She is extremely well organized and an asset to any company. She helped my production company in California for approximately 3 months.

Her duties included but were not limited to:

1. Customer Care
 - Helped develop procedures and flow chart for smoother work flow and better customer experience
2. Administrative support
 - Various support duties that included working with & overseeing other vendors, some customer interaction
 - Coordinating telephone meetings and taking notes
 - Web support, marketing support (lead lists)

Diane is vastly experienced in many of the everyday tasks associated with running a professional business. I'm thankful for the time we worked together and will use her again when the opportunity arises.

Sincerely,



Diana D'Itri
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