

June 3, 2009

To Whom It May Concern:

Karen Millar served us as a bookkeeper, office manager, and personal assistant for over two and a half years.

She mastered the management and tracking of a very complex portfolio of over 70 properties in various states which are owned by 12 different LLC's and various partnerships.

Karen is self-motivated and was able to work for long hours without supervision. She was able to set up systems to track income and expenses and pay bills for these properties which were much more efficient and computer oriented than what we had been using before hiring her.

She has considerable knowledge of computers, can very effectively use software programs like Word, Excel, and Access.

In addition she has knowledge about computer programming and web design that enabled her to create things for us on the computer that most employees could not have done.

She had substantial freedom to access our bank accounts, write checks, and handle money, and she handled those things honestly and responsibly.

Because of her character, we felt very comfortable to have her house sit our home when we were out of town. We also enjoy her wry and quirky sense of humor.

She has been a hardworking, loyal and trustworthy employee. Her steadiness and reliability have been a great asset to us. We would recommend her to anyone seeking an employee with those qualities.

The image shows two handwritten signatures in blue ink. The signature on the left is more stylized and cursive, while the signature on the right is more legible and appears to read 'Glen Whitfield'.

Glen and Katrina Whitfield