



## BALLAMOR GOLF CLUB

6071 English Creek Avenue \* Egg Harbor Township, NJ 08234

Phone: 609.926.9022 \* Fax: 609.926.9170

To Whom It May Concern:

I have known and worked with Donna Stevens for several years. She was the Accounting Manager for Ballamor Golf Club. As the General Manager I got to work closely with Donna.

Donna possesses excellent accounting and administrative skills. She is organized and dedicated to delivering accurate and detailed results with any of her responsibilities no matter how minor or important the task. She is a team player and will assist anyone who asks for her help.

Donna has been instrumental in implementing procedures in many areas of the accounting office, which has led to a high standard of reporting with extreme efficiency. She is tireless in her efforts to manage General Ledger, Financial Reporting, Accounts Receivables, Payables, Payroll and all other Administrative duties with that same high standard. She takes pride in the quality of her work and is willing to go the extra mile to get results.

I highly recommend Donna for employment. She will prove her skills rapidly and would be an asset to any organization.

Sincerely

Mike Tucci

General Manager



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COMPLETE CONVENTION DECORATING PLANNING & PRODUCTION

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January 17, 2004

To Whom It May Concern:

Donna Stevens worked for me at Atlantic Exposition Services for three years, as my Accounting Manager. I am writing this letter to confirm that her recent layoff from Atlantic Expo was not in any way tied to her performance, and to highly recommend her as an employee with your organization.

Donna possesses excellent accounting and administrative skills necessary to administer a project, while gaining the acceptance of other officer personnel. She is an innovative self-starter with a positive attitude who can accept responsibility to complete a project with little oversight or direction. She is punctual and typically exceeds expectations. She is a team player, handles pressure well, and will voluntarily work overtime and take work home to meet a deadline.

Donna often took the initiative to get new projects started and picked up the slack when things were going slowing. She is also capable of managing a group of employees. Should conditions at Atlantic Expo change, I would not hesitate to hire her back.

I am deeply impressed by Donna and recommend her unhesitatingly. I am confident that, if selected for your vacancy, she would provide the same high level of service and commitment.

Sincerely,

Howard Casper  
President  
Atlantic Exposition Services

ATLANTIC EXPO

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**Jersey Architectural Door & Supply, Inc**

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722 Adriatic Avenue, Atlantic City, NJ 08401

Phone: 609.345.0174 Fax: 609.345-4099

March 20, 2000

To Whom It May Concern:

This letter is in reference to Ms. Donna Stevens. She has been in our employ at Jersey Architectural Door & Supply since December 1996 as our Bookkeeper/Controller. We are a construction contractor and supply company with approximately \$5.6 million in sales annually.

Ms. Stevens has been instrumental in implementing policies and procedures in the areas of job costing, inventory control, and cash flow management. These schedules and projections did not exist in prior administration at our company. Donna's computer skills are second to none. Jersey Architectural Door & Supply had a completely manual system in 1996. We now have 10 new computers, all programmed and fully networked due to Donna's sharp business sense and technical skills. In addition, Donna created a new accounting organizational structure including weekly meetings, sales per project reviews, personnel handbooks and management reporting hierarchy.

Unfortunately, market pressures and competition has depressed business and we are forced to have a family member assume the accounting responsibilities. Ms. Stevens will be a great asset to any organization and she will be missed.

Please afford her the opportunity to work with you and prove her worth. Thank you for your cooperation.

Sincerely,

JERSEY ARCHITECTURAL DOOR & SUPPLY



Lou Blumberg  
Vice President



January 2005

To Whom It May Concern:

This letter is my personal recommendation for Donna Stevens. I have been Donna's immediate supervisor for several years. I find her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Donna is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several financial plans for our company that has resulted in increased revenue. The new revenue was a direct result of the plans implemented by Donna.

Though she is an asset to our financial needs, Donna is also extraordinarily helpful in other areas of the company. Donna assumed a leadership role in our staff meetings, inspiring and motivating other employees.

I highly recommend Donna for employment. She is a team player and would make a great asset to any organization.

Sincerely,

Lisa Shamberg  
Owner