

8/23/21

To Whom It May Concern,

I was Saranne's supervisor for two years at The Family Place Utah, a nonprofit in Cache Valley, and I wholeheartedly recommend her. Sara is an incredible employee. She is dedicated, loyal, and has a strong work ethic. During the COVID-19 pandemic, Sara proved to be adaptable and dependable. She was able to transition to working from home with great results, and continually demonstrated an ability to effectively work remotely, and with minimal assistance.

Sara oversaw the Employee Wellness Program, which included organizing wellness campaigns throughout the year, meeting with staff regularly and helping them create individualized self-care plans, and releasing a monthly wellness newsletter. She also presented almost every month in our Professional Development on a variety of wellness topics, and coordinated community partners to conduct presentations for our staff as well. Sara often worked alone on projects, demonstrating amazing organizational skills, as well as attention to detail.

Sara has great communication skills, both written and oral. She is also compassionate, kind, and trustworthy. She would be a great asset to any company and she has my highest confidence and regard. If you have any further questions about Sara, please feel free to reach out to me at heatherfrostie@gmail.com.

Sincerely,

Heather Frost
Executive Assistant
The Family Place Utah