

April 15, 2019

To Whom It May Concern,

I highly recommend Renee Burgdorf as a talented, creative, and efficient team member with an eye for format and design. In 2014, Renee and I were colleagues at United Way of Pasco County where she was the Prosperity Resource Manager overseeing a signature program that focuses on financial stability. Renee's involvement included desktop publishing, print materials, and onsite training materials for key communication pieces to help support volunteer recruitment and community engagement for the free tax preparation program.

Her job responsibilities also involved working with local media, generating press releases and importantly managing over 100 volunteers. She also served as the liaison for the IRS representative for Pasco County and managed the communications for the volunteer tax preparation leaders at 10 tax sites throughout the county.

Renee is a personable professional who listens and delivers projects on time. I found my experience working with Renee very positive. She would be an ideal employee for any organization that values someone with excellent interpersonal skills and creativity.

If you would like more information, please feel free to reach me at 813-215-9394.

Sincerely,

Melinda Velez
Former Manager of Community Impact Initiatives
United Way of Pasco County