To Whom It May Concern:

As a full-time working mother, I understand the importance of organizational skills, exceptional communication, and reliability. I had the pleasure of working with Anis Acevedo when she was hired to care for our child during the summer and on numerous other occasions. Working with Anis was an absolute pleasure and her willingness to work hard and positive attitude set her apart from other candidates.

Anis was required to be timely and follow a rigorous school and activities schedule for our daughter. Every day she made sure she knew the schedule and understood the expectations required of her each day. Anis facilitated homework completion for our daughter in subjects such as- math, reading, spelling, and essay writing. She made sure that every assignment was completed and that each concept was fully understood. Once homework was completed, Anis knew exactly when our daughter had to be at the next sporting/activity for the day and arrived in a timely manner. While the schedule was quite chaotic at times, Anis remained well organized and navigated seamlessly through location and time adjustments.

Communication is key while working in a professional environment. Anis has exceptional verbal and written communication skills. She made sure to alert me of any days off that were needed or if she had any questions about the task at hand. Anis has a very positive communication style while remaining clear and concise about the expectations. On several occasions, Anis made sure to confirm all activities in written form to solidify nothing was missed on her end.

As a working mother, reliability is an important quality to possess. Anis ensured that she showed up on time and managed drop off and pick up times effortlessly. Anis remained flexible when schedule changes were made and displayed discipline during early and late working days.

A cheerful and professional attitude makes her a pleasure to work with and be around. She is trustworthy and contains a broad range of skills. I am pleased to provide a reference for Anis and I hope this information remains helpful.

Jessica Espinosa

Accountant – Francis Coppola Winery

707-318-7692

Jessica.espinosa0730@gmail.com