



BUREAU OF GENERAL SERVICES
PROPERTY MANAGEMENT DIVISION
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ANGUS S. KING, JR.
GOVERNOR

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WARREN P. SWETZ
DIRECTOR

September 17, 1996

To Whom It May Concern:

As the Superintendent of Building controlling the operations and maintenance of more than 1,600,000 square feet of buildings and associated grounds I have had the pleasure of working with Gina Turcotte beginning in April 1995 until she was laid off by the Productivity Realization Task Force in October 1995.

Shortly after Gina began her employment she was introduced to the QuattroPro Spreadsheet program. She learned very quickly and was able to begin utilizing her new skills almost immediately. I was able to assign her highly complex special projects concerning utility and fuel consumptions, and related operating budgets to include graph bench marking requiring precision, attention to detail and quality performance. The initial final projects were excellent and I continued to rely on Gina for nearly all of these type special projects. These special projects were in addition to her normal typing and other duties which were also completed in a professional and excellent manner.

Gina's personal and professional qualities include but are not limited to: dedication, high self motivation, dependable, tactful independence, outgoing and honest, mission oriented and highly organized with strong oral and written communication abilities. She consistently seeks to answer "why" and "how" and how can it be done better. Her ability to deal effectively with other employees and the using public is excellent. She was able to effectively manage the office and required responses to the many and varied requests, requirements, and, of course, complaints in the absence of myself or other supervisory staff within the division.

Gina was a strong asset to my division and would be an asset to any organization requiring a self motivated and self starter employee capable of assuming many and varied responsibilities. Please do not hesitate to call should you desire to discuss Ms. Turcotte's capabilities and strengths.

A handwritten signature in black ink, appearing to read "Richard A. Davis".

Richard A. Davis
Superintendent of Buildings