



Washington Metropolitan Area Transit Authority

600 Fifth Street, N.W., Washington, D.C. 20001
(202) 962-1234



June 30, 1989

Ms. Kathleen Goodenough
Talent Tree Temporary Services
1130 Connecticut Avenue N.W. Suite 425
Washington, DC 20036

Dear Kathleen:

I want to commend you on your selection of David Mullaney to fill the Office Automation Assistant position here at Metro. It has been a joy to work with David. He is bright, willing, and well trained in the essentials of WANG Word Processing. He applied his considerable maturity and intellect to learning the responsibilities of our position, and while here he performed the following tasks:

Staffed the User Trouble Desk - resolving minor system problems for users (retrieving documents, clearing print queue, explaining hardware usage etc.).

Dispatched the Office Automation staff and monitored pending problems to ensure that each problem is fully resolved.

Acted as backup Security Administrator, following carefully Metro's operating procedures, while ensuring that users were taken care of.

In addition, he provided backup data entry and word processing services for the entire Central Services Branch.

David's good nature, reliability, and willingness to do what ever is needed to get the job done make him an ideal associate. He is a self starter who can be counted upon to work well in any situation.

Thank you again for selecting David. I hope that he has every possible success in his quest for a permanent position in Washington. His contribution to Metro will be missed and I regret that our funding for this slot ends with our fiscal year on June 30th.

Sincerely,

Loyal J. R. Snyder
Supervisor, Office Automation

cc: David Mullaney