



March 2, 1994

David Mullaney
131 Ferncliff Drive
Williamsburg, VA 23188-2522

Dear David:

I am pleased to be able to provide you with this letter of reference to assist in your search for employment. Virginians Against Domestic Violence was most fortunate to have you join us as the part-time Office Manager from September of 1992 through August of 1993. You also did an excellent job training your successor before you departed to ensure a smooth transition.

You were hired during a period of tremendous expansion at VADV, and you showed a remarkable ability to adapt to a constantly changing work load. You brought a technical expertise to our office that made our computer system an integral part of our work. In fact, your skills in the area of programming and your initiative as a committed member of the staff led to you assuming responsibility for a number of projects that went beyond your job requirements.

Those projects included the development of a Statewide Directory of domestic violence service programs, layout for the coalition's quarterly newsletter, and development of 16 page conference brochure for our 1993 Statewide Conference. The format for the Directory has allowed us to update individual pages as needed, and to publish a new edition in 1994 without changing the basic program. You did an outstanding job!

I would be happy to provide a recommendation to any prospective employers. While your responsibilities here included publication of the Directory, newsletter and other materials, management of a 5,000 person mailing list, and support services including correspondence and membership invoicing, clearly you were capable of far more. With your additional education, I'm sure those capabilities have grown even more.

I wish you success in your search for rewarding employment.

Sincerely,

Kristi VanAudenhove
Administrative Director