

March 8, 2023

To Whom It May Concern,

I appreciate you taking the time to read this letter in support of Sai Boda. I am delighted to be able to tell you about the many ways in which he assisted the Faculty Enrichment Center above and beyond his required job duties. Sai was a hard-working and dedicated team member who regularly demonstrated both technical expertise and excellent communication and customer service skills.

During the time that I was Sai's supervisor at the University of Cincinnati Faculty Enrichment Center (July 2022– January 2023), he was consistently punctual and approached all projects and tasks proactively and with an eye toward continuous improvement.

Sai was instrumental in working to streamline the Center's monthly reporting process. Working in Microsoft Excel, PowerPoint, PowerBI, and Qualtrics, he took the initiative to improve our data collection, cleaning, analysis, and display workflows. Sai's willingness to iterate toward the best solution helped substantially decrease the time and effort involved in our reporting.

Sai also provided excellent customer service to the Center's many visitors. He greeted faculty when they entered the center, communicated with faculty via phone and email, and demonstrated patience when assisting visitors with technology-related questions and issues.

Finally, Sai was proactive in helping to tackle the wide array of one-off projects and requests that were a regular occurrence at the Faculty Enrichment Center. He was able to remain calm in a fast-paced, dynamic environment and was always conscientious about ensuring that his work was done well and on-time regardless of the number of distractions.

I could go on about Sai's excellent performance at the Faculty Enrichment Center, but in the interest of brevity, please feel free to contact me at bettenar@ucmail.uc.edu with any questions.

Sincerely,

Aja Bettencourt-McCarthy

