

1/11/2019

To Whom It May Concern,

This letter is my personal recommendation for William Warner. I worked with William for 3 years in the engineering department at Chevron's Richmond Refinery.

At Chevron, William demonstrated his focus, attention to detail, and ability to manage his time effectively. Moreover, he is a clear communicator and works well as part of a team. Because of those traits, William was one of the youngest people in our department assigned as lead engineer to a plant turnaround (a major project). Though he had less experience than is usually expected in that role, he added value to the multidisciplinary team by completing his assignments on time and with quality. As the lead turnaround engineer, he also led contingency planning meetings where he created meeting agendas, kept everyone on task, gained alignment on what risks needed to be addressed, and assigned action items to mitigate the risks.

William also helped the company in other areas. He was constantly pushing to make the engineering department more efficient by developing templates for common tasks. Some examples include spreadsheets to perform AMSE Code calculations and digital templates for engineering drawings. He also was an advocate for knowledge sharing. It was common for engineers to store useful resources in their own personal folder. This isolated information because (a) other engineers often did not know the resource existed, and (b) it made it hard for others to find the resources because everyone had their own file system. William created a common shared folder and file structure where all useful resources could be stored. His efforts elevated the success of everyone on the team and is especially helpful for new employees. We still use that shared folder today.

I highly recommend William for employment. I have no doubt he will make a great addition to your team. Please feel free to contact me if you have any questions regarding his past work.

Sincerely,



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