



Activity & Service Fee Business Office

July 10, 2020

To Whom It May Concern,

I am pleased to provide this letter of recommendation for Jonelle Adona. Jonelle was employed by the Activity & Service Fee Business Office in the Student Government Ticket Center of the University of Central Florida from August of 2017 through December of 2019. The tasks performed by Ticket Center employees require both accuracy and precision. Jonelle was very conscientious in the performance of the tasks assigned to her and was both efficient and effective in her job. She demonstrated a high level of customer service in her interaction with Center customers and was always pleasant with both customers and fellow employees. She was given the role of scheduler for the employees of the Center and was responsible for assigning and monitoring the staffing levels for the Center. She was a dedicated employee who learned her various responsibilities quickly and could always be relied on to complete her assignments with a minimum of supervision.

I highly recommend Jonelle as someone who would be a valuable addition to your organization. Please feel free to contact me at (407)823-2304 if you would like any additional information regarding Jonelle.

Sincerely,

A handwritten signature in blue ink that reads "Richard B. Phillips".

Richard B. Phillips
Manager, Budget/Director
Activity & Service Fee Business Office
University of Central Florida