

Letter of Recommendation

June 14, 2023
Nexton, Miami, Florida 33101
United States

To whom it may concern:

I am writing to provide a professional recommendation for **Jordana Buzin**, who served as the Technical Documentation Lead at Nexton. While her official role involved overseeing technical documentation processes, she also demonstrated exceptional managerial skills and effectively led a highly productive team.

During Jordana's tenure with our organization, she consistently displayed a **high level of professionalism**, dedication, and strong interpersonal skills. She had a keen eye for detail and a solid understanding of data entry procedures, which she effectively implemented and supervised within her team. Her ability to efficiently manage her team's workload and maintain a positive work environment contributed to the overall success of our operations. Jordana consistently met deadlines and maintained strong attention to detail, ensuring that the documentation produced by her team was accurate, organized, and in compliance with our standards. She was adept at coordinating with cross-functional teams, demonstrating effective communication skills and fostering collaboration.

Moreover, Jordana was highly regarded by her colleagues and team members. She was approachable, supportive, and always willing to lend a helping hand. Her positive attitude and strong leadership qualities motivated her team to perform at their best, resulting in increased productivity and improved overall team morale.

I am confident that she will bring the same level of professionalism, dedication, and leadership skills to any future role she undertakes. **I recommend her without hesitation** and believe she will make a positive impact in any team or organization that she becomes a part of. If you require any additional information or further insights into her performance, please do not hesitate to reach out to me directly.

Thank you for considering Jordana's application. I am confident that she will prove to be an exceptional addition to your team.

Sincerely,

Lucas Alberto Arana

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Chief Operating Officer at Nexton

 lucas.arana@nextonlabs.com

 +54 9 11 57519586

 Buenos Aires, Argentina