

To Whom It May Concern,

I am writing to recommend Melissa Grohman for employment. She is a brilliant, hard-working, problem solver.

I worked twice with Melissa: first as a supervisor, and later, at my recommendation, as a peer.

I supervised Melissa from 2007-2009 on an administrative contract for what is now the National Aeronautics and Space Administration (NASA) Orion Program. When she started, we were understaffed, and Melissa immediately set to work streamlining our processes, creating web and intranet solutions for us and our customers (NASA management), and organizing meetings at the highest level of our project with confidence and diplomacy. I found her to be competent at any task I gave her, as did our customers.

Melissa was the meeting director (we call this Executive Secretariat) to high-level technical engineering and control boards. I watched Melissa gain the confidence of technical experts and management alike; she is able to translate technical information and visions into words that can be understood at all levels. She took notes in meetings for which she had no background or technical knowledge, yet she was able to deduce the content and capture in minutes the essence of the discussion and the logic/rationale for decisions in a way that experts in all fields could agree upon.

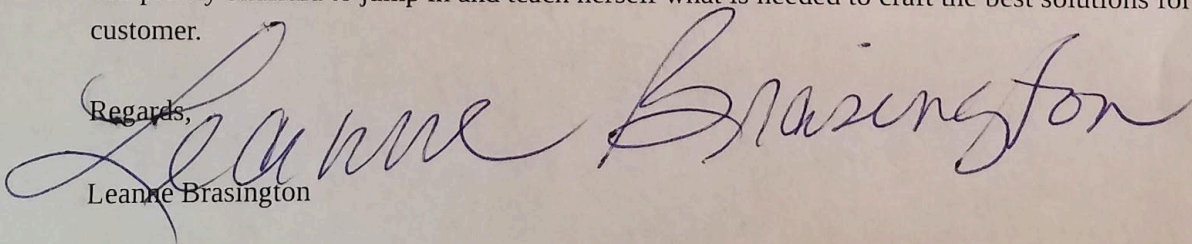
Melissa also taught herself how to work inside the coding language for our web tool at the time, Vignette, and created an interactive tool for customers that I wish I could replicate to this day. She demonstrated a special ability to pick up anything technical and work with it, and over the time she worked for me, initiated several projects requiring her to learn the coding languages behind Windchill (our Configuration Management tool), Wiki, and Vignette.

We worked together again from 2009 – 2011 on the Constellation Program's Mission Operations Project. This is the area of NASA JSC that does mission planning, training, and flying (including Mission Control). I moved to this area and recommended Melissa for a peer role. In addition to similar tasks that she had done on Orion, she documented and diagrammed our internal and customer facing processes and continued to design solutions for us in Wiki.

Melissa can handle just about any task she that she is given. She is a creative thinker and completely unafraid to jump in and teach herself what is needed to craft the best solutions for her customer.

Regards,

Leanne Brasington

A large, fluid handwritten signature in dark ink, reading "Leanne Brasington". The signature is written over the printed name and extends across the width of the page.