



CENTRAL OREGON
community college

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January 23, 2018

To whom it may concern:

It is my pleasure to write this letter of recommendation for Nathan Pierce. I have known and worked with Nathan for over three years. I am the administrative assistant in the Fine Arts and Communication Department of COCC, where Nathan has worked first as a Federal Work Study student and then as an hourly employee.

I was responsible for hiring Nathan and that was a great decision! Nathan is a self-starter and learns quickly; this is due in part to his desire to perform his work properly. When he started working as our ceramics lab tech, he did not have previous experience. Nathan quickly learned the tasks expected in this position. He pays attention to the details and always completes his work. Nathan is the perfect combination of a great/supportive co-worker, who is willing to help any of his teammates, while also being disciplined to work independently when working on his own. Nathan takes the time to learn his job duties so he can do them accurately and is not afraid to ask for clarification when necessary. Nathan always wants to make sure he is doing what is best for the students and for the college. He is very conscientious, trustworthy and dependable. He has excellent communication skills and is proactive about providing scheduling information ahead of time so as not to inconvenience anyone.

Nathan treats everyone with courtesy and respect. I feel he provides excellent customer service. He is articulate, smart, helpful, and calm in his demeanor. Nathan works equally well with the students (customers), the other lab assistants and his supervisors. He has agreed to remain available to help train our new assistants. He has balanced his work duties while being a student and is good at setting priorities.

In short, Nathan would be a tremendous asset to any organization that hired him. I have only good things to say about Nathan. We are sorry that he will be leaving our department and he is always welcome back to work for us. Please feel free to contact me with any questions.

Colette Hansen
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