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RE: LETTER OF RECOMMENDATION FOR CHRISTA CANNIZARO

Christa Cannizaro, who we call "Essie", came to work with us in May of 2023. She was engaged as an hourly employee. Her hours were determined by her availability and Environ's needs.

Essie's main duties were to support the Office Manager in the following areas:

Design and Architectural library organization and management.

Assignments fulfilled by Essie were to weed out outdated materials and catalogs from the library, contacting the vendors to facilitate replacing catalogs and materials to current status. Vendors were asked to pick up and recycle materials such as tile and flooring. Essie organized the materials using the Master Format CSI Divisions in Construction. By creating a Vendor Resource List and Index as an Xcel spreadsheet any staff member can reference and update to keep the list current.

Lunch and Learn vendor coordinator.

Environ conducts a Lunch and Learn meeting on a weekly basis. Essie made arrangements by vendor request or staff request. She scheduled and rescheduled them and arranged for food selections and deliveries. At this time, our Lunch and Learns are scheduled 6 months out. She also keeps track of CEU credits for the staff.

Various essential support functions.

Although the above functions are essential to an architectural and interior design firm, she also sees that various other essential functions are completed that are related to organization and cleanliness of a business office.

Given a direction and a goal, Essie is efficient in organizing, initiating, fulfilling and completing whatever challenge she is given. She enjoys the challenge of completing a task in record time.

Best Regards,

Willetta McCulloh, Vice President

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