

July 10, 2008

To Whom It May Concern:

It is my pleasure to recommend Leslie Wood for any position that requires a creative, open, friendly, customer-service oriented personality.

I had the good fortune to hire Ms. Wood in 2002, while serving as Artistic Director of Unity Theatre. She reported directly to me for 4 years, during which time she was continually promoted from Box Office Manager, to Business Manager, to Director of Business Affairs, to Managing Director.

Ms. Wood joined our company at a time of organizational transition. With high energy and a great team spirit, she offered creative solutions to several areas of management:

- o She immediately assumed competent control of our fiscal operations, automating our accounting records and improving our reporting system.
- o She willingly accepted responsibility for House Management, designing better methods of audience control and upgrading our concessions service and products to match the quality of our theatre performances.
- o She mastered our box office system, offering exceptional customer service, enlarging our subscription base, and developing donor relations. In the past year she designed and supervised the installation of a new automated, on-line ticketing service.

As director of a non-profit organization, I came to depend on Ms. Wood not only as a skilled accountant, but as a general problem-solver. With her positive attitude and superior analytical and organizational skills, she always inspired me. With her attention to detail and her instinct to follow-up, I always knew any challenge would be met with an inspired solution.

I would trust Ms. Wood with the fiscal management of any company, and allow her to serve in any capacity where there is anticipated change and a need for smooth, thorough transition.

Please feel free to contact me if you have questions or need further details about our working relationship.

Sincerely,

Teresa Beckers

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