

Reference Letter for Mrs. Vanessa Duenas Brown

November 12, 2019

Dear Hiring Manager,

My name is Charlie Pinkard and I worked alongside Vanessa Brown as department supervisors at Chesapeake Investment Services for nearly ten years. I write this letter to provide my highest recommendation for Ms. Brown for any firm looking for personable, dedicated, and results-driven executive.

I served as trading department head and she was the chief operations officer, both reporting directly to the firm's CEO, and as such often worked together on big firm decisions and strategy.

Chesapeake Investment was a commodity futures brokerage firm that maintained a very high volume of activity for a firm of its size. It had the fast-paced and high pressure environment that comes with a firm trading in derivatives. With under thirty in-house employees and brokers, this meant that those who were successful needed to be extremely organized, efficient, and could intelligently multi-task. Ms. Brown did so and was the most successful employee in her department, starting out as an executive assistant and quickly moving up the ranks to head operations manager.

I was continuously impressed by the knowledge base and improvements she brought on, ranging from improving firm technology and security, streamlining accounting and accounts receivable, meticulously handling audits and legal inquiries, as well as leading marketing and promotion campaigns. She was a first line of contact for advice and strategy sessions and could always be relied on to meet deadlines and exceed expectations. In addition to in-house employees, the firm had a large network of wholesale brokers with who she excelled at fostering constructive relationships that helped increase firm revenues. She equally maintained excellent working relationships with regulators and auditors.

Ms. Brown combines sharp analytical skills with strong intuition. She approaches everything with a pragmatic and rational mindset, and her candid and engaging personality allows her to easily foster positive relationships with all she works with. Given the need, I would not hesitate to employ Ms. Brown and would recommend her to any hiring manager without reservation.

I am happy to speak over the phone to answer any further questions, or give more details on situations where Ms. Brown excelled at Chesapeake Investment.

Sincerely,



Charlie Pinkard

Email Vanessa for contact info and other references