



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309-3421

STEPHANIE KOPELOUSOS
SECRETARY

March 10, 2009

To: Whom it may concern:

Re: Letter of Recommendation

Mrs. Angelene Frederick has been an exceptional employee. Her "can do" attitude has been a breath of fresh air. She has consistently accomplished her assignments in a timely manner and has shown dedication to her position as an Administrative Assistant.

Mrs. Frederick has taken the initiative and modified many of our processes to create a more efficient office. She has taken it upon herself to transform our department from the paper era to the electronic era by creating an electronic filing system for our daily work output. On its own, this achievement is truly outstanding and illustrates her dedication and commitment to providing the most efficient office operations. Her knowledge and experience with many software programs is obvious and allows her to be very confident in her actions.

She is always positive and works well with others. She will truly be missed and I welcome her back anytime.

Should you need further information, please feel free to call me at (954) 777-4125.

Sincerely,

A handwritten signature in blue ink that reads "Tim Brock".

Tim Brock, P.E.
District Utility/Value Engineer