

From: Caitlin Gilman
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To whom it may concern:

This is a letter of recommendation for Ms. Randi Howell. I have had the pleasure to work under Ms. Howell for just under two years at Central Piedmont Community College in Charlotte, NC. Ms. Howell was my hiring manager, as well as my supervisor during the entire time frame.

In this capacity, I have found Ms. Howell to be a competent, dedicated, hardworking manager. She always provides clear instructions on job responsibility and timely, informative job and school related changes. While having a clear view on how she wants her department to run, she is always open to ideas for improvement and more efficient processes. She communicates often one on one and also has consistent team communication which allows us to brainstorm on current strategies and how to manage upcoming changes.

As an employee of Ms. Howell, I am appreciative of her dedication and concern for her team. We have discussions on my short and long term goals and she clearly suggests paths and skills I need to follow and obtain to reach them. While consistently thinking of what is best for the institution, she is still able to keep the goals of each teammate in the forefront of her thoughts and strategically places us in a position to be successful when possible. Personally, Ms. Howell is fun to work for, making sure I work hard but also that I enjoy my working environment.

Aside from her managerial skills, I am constantly amazed at her creativity and administrative skills. She can create and deliver precise, excellent presentations. Ms. Howell is amazing when it comes to problem solving. She is a quick thinker and has a ton of resources readily available to solve issues, concerns and general questions regarding job related and personal growth. I end every conversation with her learning something and more motivated to work harder and smarter.

Overall, I believe Ms. Howell to have a unique balance between managerial daily operational task and people managing skills. I would recommend her wholeheartedly at any managerial level as I feel she will not only rise to the occasion, but also encourage those under her to rise with her.

With sincerity,



Caitlin Gilman