

GLIKAS[®]
ENTERPRISES L.L.C.
GENERAL CONSTRUCTION
Lic. #367814
P.O. Box 1065
Clovis, NM 88102

575-935-9013 Office

575-935-9003 Fax

July 25, 2018

RE: Letter of Reference for Fathom McKeown

To Whom It May Concern:

Please accept this letter as my recommendation for Fathom McKeown. Fathom was our office manager from July of 2013, until June 29, 2018. This position requires managing a busy construction office, which includes keeping books, preparing payroll and financial statements, maintaining licenses, certifications, insurances, preparing bids, and communicating with customers, just to name a few. Fathom quickly learned the construction business and was able to take on many new tasks with confidence and dedication. She successfully managed many federal contracts on jobs we were doing at Cannon Air Force Base.

Fathom is a "take-charge" type of person who is willing to find solutions to problems. Fathom is very proficient using Quick Books having started a new company file for us to overcome some issues from the past. She is also very knowledgeable on the different types of insurance and oversaw many audits for us from various insurances, such as Worker's Compensation.

Based on Fathom's abilities and creative thinking, I believe she has an extremely bright future ahead of her.

Thank you for your time in considering this letter and my reference. If you have any questions with regard to this letter, please do not hesitate to contact me.

Sincerely,



Judith Glikas
Managing Member