

HEAD OFFICE



MAIL:

P.O. Box 1010, Niagara Falls, Ontario Canada L2E 7J9

DELIVERIES:

9127 Montrose Road, Niagara Falls, Ontario Canada L2E 6S6

TELEPHONE: 905-354-3700

FAX: 905-354-5599

E-MAIL: [esfox@esfox.com](mailto:esfox@esfox.com)

INTERNET: <http://www.esfox.com>

March 20, 2009

To Whom It May Concern:

Re: Letter of Reference, Ms. Michelle Van Eenoo


This will confirm that Michelle Van Eenoo was employed by E.S. Fox Ltd from March 12, 2007 to March 20, 2009, holding the position of Administrative Assistant at our Southwestern Ontario branch in Ingersoll, Ontario. In this capacity she was responsible for the day to day administrative support for the Director of Construction Services. She also provided administrative support to our Project staff and Superintendents.

At all times Michelle carried out her responsibilities in a consistent and competent fashion. We found her to be a conscientious and dependable worker who was quite capable of handling the challenges presented. She also showed considerable initiative in attempting to improve work flow and procedures.

Michelle is diligent, hard working and highly reliable in all her actions. She represented our Branch in a professional manner; however, as a result of the lack of Construction Business at our Ingersoll Branch we could no longer continue to offer Michelle employment in this capacity and regrettably terminated her employment relationship with E.S. Fox Ltd. The termination of Michelle's employment was by no means a reflection on her performance or her capabilities but was precipitated by ongoing business requirements.

We wish Ms. Van Eenoo all the best in her future endeavours and did not hesitate in agreeing to provide her with this letter. Should you have any specific questions in respect of her employment, please do not hesitate to contact the writer herein.

Yours truly,

  
Dominic Fazio  
Director, Construction Services, Southwestern Ontario  
519-425-8715  
Cell: 905-531-2551

E.S. Fox Ltd.

HEAD OFFICE

MAIL:

P.O. Box 1010, Niagara Falls, Ontario Canada L2E 7J9

DELIVERIES:

9127 Montrose Road, Niagara Falls, Ontario Canada L2E 6S5

TELEPHONE: 905-354-3700

FAX: 905-354-5589

E-MAIL: [esfox@esfox.com](mailto:esfox@esfox.com)

INTERNET: <http://www.esfox.com>



Reply To:

160 Carnegie Street  
Ingersoll, ON  
N5C 4A8

TELEPHONE: 519-425-8715

FAX: 519-425-1754

To Whom It May Concern:

**RE: Michelle van Eenoo**

I highly recommend Michelle van Eenoo as a candidate for employment. Michelle was employed by E.S. Fox as a Receptionist/ Office Assistant at our Ingersoll satellite office from March 2007 to March 2009. Michelle was responsible for front office reception, office mail/courier requirements, and estimating/ project support including receiving/printing/forwarding emails; processing proposal letters; sorting, filing and maintaining project documents and filing systems.

Michelle has strong communication skills. In addition, she is organized, reliable and computer literate. Michelle can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her.

Michelle would be a tremendous asset for any company. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Zed Janakovic".

Zed Janakovic, P.Eng.

Project Manager

E.S. Fox Ltd.

160 Carnegie Street

Ingersoll, Ontario N5C 4A8

Tel: (519) 425-8715

Fax: (519) 425-1754

Cell: (519) 533-2227

E-Mail: [zed.janakovic@esfox.com](mailto:zed.janakovic@esfox.com)

1/24/07

To Whom It May Concern:

My name is Todd Boza. I am a Manager at Protiviti, a worldwide business risk consulting firm. I am submitting this letter of reference to you on behalf of Michelle Van Fenoo.

Michelle has worked for me for the past 12 months as a key member of an Accounts Payable cleanup project at a major client of my practice.

Her duties included, but were not limited to:

- Assisting in the design, data entry and maintenance of an Access database used to track error rates and root causes throughout the client's Purchase to Payment process.
- Managing a supplier master file cleansing initiative that involved contacting 5,000 suppliers via letter and phone to obtain missing master file information and updating master records in SAP 4.7.
- Maintaining a complex spreadsheet of AP issues that resulted from an ERP system conversion and working directly with the Accounts Payable department to make sure the spreadsheet was complete and accurate so that the file could be analyzed on a weekly basis and corrective action could be taken.
- Preparing invoices for scanning into imaging system.
- Assisting the tax department prepare supplier 1099 information for year end reporting purposes.

Michelle's work ethic is nothing short of stellar. She has no problems meeting tight deadlines and never hesitates to ask questions when she needs assistance. She is quick and more importantly accurate with her work.

Michelle works well both individually and in a group environment. She displays a positive attitude that is often contagious for her co-workers.

When Michelle has finished with her projects and daily workload, she takes initiative and seeks out additional work from her superiors or offers her assistance to her peers.

Michelle is also manages to increase her knowledge through self-study courses in her off hours.

It is with great enthusiasm that I submit this recommendation for Michelle Van Fenoo

Todd Boza



Manager  
Protiviti, Inc.  
120 S. LaSalle St. - Suite 2200  
Chicago, IL 60603  
Phone: 312-206-5071  
E-mail: todd.boza@protiviti.com

To Whom It May Concern:

I would like to recommend Michelle Van Eenoo for a position with your organization. Michelle has been working as a contractor on one of my projects for over 7 months. Michelle was an invaluable asset to the success of our project. Michelle was quickly able to develop a relationship of trust with both internal project management and the client. Michelle's professional, yet friendly demeanor was critical to the success of this project. Michelle was able to work both as a member of a 6 person Protiviti team, as well as independently (the last 3 months), proving that she is a responsible and flexible employee.

Throughout this project, Michelle was responsible for maintaining an Access database, as well as working in the client's systems, which included SAP, to understand the metrics that we were measuring. Michelle quickly caught on not only to the details of the project, but also the client's processes and procedures, which greatly helped the project management team achieve its objectives.

Michelle was always willing to help out with other areas of the project, from cleaning up vendor information in SAP, to helping prepare mailings for the client's suppliers. Michelle's hardworking and reliable attitude was invaluable to me and the rest of the project management team. I strongly recommend Michelle for a position in any area she chooses.

Sincerely,

Stephen Eadicicco  
Protiviti  
513-226-6784



VERSPEETEN CARTAGE LTD.  
274129 WALLACE LINE, R.R. #4  
INGERSOLL, ONTARIO  
N5C 3J7  
PHONE (519) 425-7881  
DISPATCH FAX (519) 425-7891  
ADMINISTRATION FAX (519) 425-8459  
WEBSITE: [www.verspeeten.com](http://www.verspeeten.com)

*To Whom It May Concern:*

*Letter of reference – Michelle VanEenoo*

*Please accept this letter of reference for Michelle VanEenoo. She has worked for Verspeeten Cartage under a Full Time and Part Time Temporary position since February 2004. Unfortunately, we have not had the opportunity to hire her on permanently.*

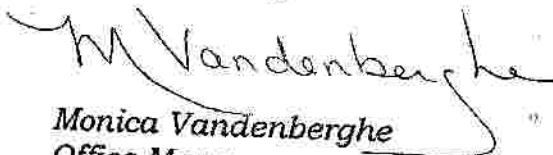
*Michelle has assisted in several different Departments within the organization. She has very good computer skills and is knowledgeable in Word and Excel.*

*Some of the task performed:*

- *Processed Daily Driver Trip Envelopes*
  - *Separating the paperwork received from drivers for five different departments*
- *Prepared paperwork for Payroll Department*
- *Prepared paperwork for Data Entry*
- *Data Entry*
- *Update files in Excel*
- *Assisted in analyzing and preparing month end reports*
- *Filing*
- *Assisted in the A/R department – Invoicing*

*She performed all her task in a timely and professional manner. She is a pleasant, reliable, punctual and flexible individual that is quick and eager to learn. I would recommend Michelle to any organization.*

*Yours Sincerely*

  
*Monica Vandenberghe*  
Office Manager



## Sojitz Canada Corporation

Suite 704, P.O. Box 7, 95 Wellington Street West  
Toronto Dominion Centre  
Toronto, Ontario, Canada M5J 2N7

Telephone: (416) 977-8182  
Fax: (416) 977-0241

To whom it may concern:

I would like to recommend Michelle Van Eenoo as a candidate for a position with your organization. In her position as Administrative Assistant, Michelle was employed in our office from 1990 - 2001. Michelle did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

During her tenure with Sojitz Canada Corporation (formerly Nissho Iwai Canada Ltd.), Michelle was responsible for many of the office's basic administrative and clerical functions. Michelle effectively and managed to maintain efficient office operations.

Michelle was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavour she chooses to pursue.

Yours truly,

Diane Brine,  
Payroll Administrator  
Sojitz Canada Corporation