

February 9, 2011

RE: Tamara Kovacevic



To Whom It May Concern:

I have known Tamara for the past two ½ years in her role at Fresno Pacific University as the Registrar's Office Academic Records Specialist. Tamara handles multiple complex processes involving considerable latitude of judgment. She develops and accomplishes these with minimal supervision, even working directly from sketchy statements of what needs to be accomplished to produce the needed process, do the required work and accomplish the goal.

Tamara is one of the most consistent and creative colleagues with whom I have had the pleasure of knowing. She takes it upon herself to increase her knowledge in the job. She is both diligent in the time that she spends on demanding tasks and she exercises excellent judgment in noting when to flex her schedule to meet competing demands from various members of the organizational community she serves.

Tamara's aptitude and competence are reflected in the skills and knowledge she has developed from working in an evolving professional field. Her motivation and productivity are very high and based on a professional commitment to the position that she holds within a given organization. She has a high energy level and is very comfortable performing multi-faceted projects in conjunction with routine daily activities. She is a well-organized individual who possesses strong critical thinking skills that can be applied to any situation. She is a self-directed individual and requires minimal supervision. Her work style is diplomatic and participatory. Other co-workers and managers respect her management and personal style because it fosters a positive culture for success.

Her affability is enhanced by well-developed interpersonal and communication skills. She has the ability to get along well with diverse personalities in all types of settings. She is tactful, mature and flexible in appropriate cases. She has been an effective internal and external contact in representing the department she works for in many transactions. She has extensive experience in working with multi-layered areas and multiple business locations.

All of these skills signify someone who will be a transformative leader in today's modern world. I am confident that she would be successful in any position within your organization. If you should have any questions, please do not hesitate to contact me at (559) 453-2263.

Sincerely,

A handwritten signature in cursive script that reads "Linda Pryce-Sheehan".

Linda Pryce-Sheehan
University Registrar

EMS

Educational Management Services

Teaching Internship Partners
Children's Literacy Specialist
Curriculum Development

December 5, 2007

To Whom It May Concern:

It is with great pleasure and confidence that I submit this letter of recommendation on behalf of Tamara Kovacevic.

I first became acquainted with Ms. Kovacevic in September 2005 when she worked under my supervision as a Site Supervisor for a Community Literacy Program at Wishon Elementary School. Due to her exceptional performance and innate ability to effectively work with children, she was assigned additional responsibilities this year as both a Computer Instructor at West Fresno Middle School and an Intervention Coach at Eaton Elementary School.

At Eaton Elementary School Ms. Kovacevic works directly with targeted "at risk" students to address their need for additional assistance in reading and writing. She is responsible for planning and implementing curriculum that addresses key content standards. She has effectively worked with her assigned students, addressing their individual needs, and completing required documentation. At West Fresno Middle School Ms. Kovacevic stepped into the computer lab as an instructor and has established projects, goals and expectations for her students. She has taken the program from a class where students simply play games to one where students are performing specific learning tasks which she monitors and assesses. At each site Ms. Kovacevic is well received by the staff and students alike.

Ms. Kovacevic continually goes above and beyond what is required of her to enhance the learning of her students, addressing their unique strengths and weaknesses. Ms. Kovacevic has received outstanding evaluations and has truly been an asset to our program and a pleasure to work with. Due to his strong leadership qualities and noteworthy progress with students, Ms. Kovacevic was promoted to the Eaton position this year, which carries the additional responsibility of prescribing specific tasks for students to help them succeed academically.

In addition to her outstanding performance in these diverse roles within the community of Fresno, Ms. Kovacevic demonstrates conscientiousness, integrity, and high standards in both her lifestyle and academic pursuits. She is able to set and meet key result areas for her life as she works toward her career goals. Ms. Kovacevic is well liked by her peers, school personnel and professional staff. In addition, Ms. Kovacevic is a team player and collaborator and demonstrates a positive, Christ-centered leadership style.

Ms. Kovacevic continues to accept new challenges, experiences, and opportunities for growth and I am confident that she will continue this pattern as she reaches for future goals. Because of these and numerous additional personal and professional qualities, it is without reservation that I give Tamara Kovacevic my highest recommendation.

Sincerely,



Sue Navarro
Director, Educational Management Services