



First Baptist Decatur
REAL LIFE. REAL FAITH.

May 13, 2009

Prospective Employers:

LETTER OF RECOMMENDATION FOR MS. TANITA HALL

We are a large 20,000-volume special media center, housed within a church. Ms. Tanita Hall was hired part-time on August 9, 2006, to continue our automation project. She has routinely worked up to 20 hours per week and her position will continue through the end of May, 2009.

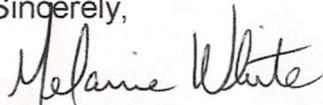
Her main duty has been to enter new and old items (all types of media) for automatic and manual cataloging. We use Concourse and eZcat software to accomplish this. She is an expert at printing out hard copy of catalog cards. Tanita has gone above and beyond to research information about our collection and enter the most accurate facts into our catalog. She has occasionally helped library users with routine checkouts or questions, though these chores were outside her duties. I have seen personal websites she has set up and manages.

Tanita has brought a depth of IT skills to this job: she has been able to tailor her use of our PCs to her tasks, and make suggestions to her co-workers for working around software limitations. Tanita has taken on learning the operation of our latest equipment as we have acquired it. She is a self-starter who requires minimal direction. And, she is down-to-earth and has a good sense of humor—valuable attributes from her co-workers' perspectives.

I would highly recommend Ms. Hall for any automated cataloging assistant positions, in media centers, or data entry work. I believe she would be well-suited to website setup, administrative assistant work, any work with computers requiring more than general knowledge. She has been a valued asset to our Media Center.

I would be happy to provide additional information if needed. Our extension at the phone number below is ext. 2229.

Sincerely,


Melanie White
Director, Media Center

FIRST BAPTIST CHURCH

308 Clairemont Avenue | Decatur, GA 30030 | *phone* 404.373.1653 | *fax* 404.370.7692 | www.fbcdecatur.com