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RE: Kim Giles

I have known Kim as the program assistant for the science departments since 2000 while serving as the official health professions advisor at Elon University as well as when I was secretary of the state health professions organization. As a result, I can attest to her exceptional ability and tireless work as program assistant for the departments in McMichael Science Center. Kim has an extremely easy-going personality and has the ability to deal with whatever emergencies that may occur, in a pleasant and efficient manner. I have never seen anyone with her abilities to organize and accomplish the variety of tasks set before her.

Kim is able to reorder her priorities as additional tasks are handed to her. She takes on urgent (and not so urgent) requests and ensures that all are accomplished well before any required deadlines. Kim is constantly on the lookout for better and more efficient ways of doing her tasks in order to save money for each department. Her pleasant personality prevents her from becoming ruffled by the most annoying of circumstances.

Kim was quite valuable to my work as Official Health Professions Advisor, Chair of the Health Professions Committee and secretary of the Health Professions Advisors of North Carolina (HPANC). Her efforts made my life much easier and less complicated. It would have been impossible to handle the large number of students applying to medical school each year as well as send out numerous notices to HPANC without her assistance.

In summary, Kim is a highly qualified individual and it is without reservation that I give her my whole-hearted and unqualified support.

Sincerely,

Dr. Herbert W. House, Jr.