Mr. Rick Elliott

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**Re: Patrick Hickey**

I have been a custom home builder in Monmouth County, New Jersey for twenty years and have employed college students in various capacities throughout my career. I hired Patrick Hickey in the summer of 2008, from an applicant pool of twenty candidates, as an administrative assistant for general office duties. Patrick was responsible for answering phones, greeting clients and vendors, and performing daily reconciliation of construction site invoices. Patrick quickly instituted an Excel based spreadsheet for each job site, tracking account payables and receivables, for all vendors and sub-contractors. He took the initiative to set up a new filing system, which replaced an accordion file, and posted all invoices to vendor specific folders alphabetically. This was a first for my company and represented a marked improvement from our antiquated ways of doing business. His efforts in this regard greatly improved efficiency and reduced my account receivables from 45 days to 30.

Patrick was responsible, dependable, and professional in the handling of all of my business affairs. He always showed up on time and ready to work without supervision. Patrick set appointments for client visits and was responsible for my daily calendar. He would volunteer on his lunch break to make bank visits and pick up architectural plans for existing and prospective job sites. I could rely on Patrick to secure permits and schedule job site inspections as needed without concern for the task being accomplished. I am certain that my productivity increased as a result of having Patrick Hickey as an employee. His professionalism, attention to detail, and customer service skills allowed me more time with clients and on job sites than ever before.

I was fortunate to have Patrick back in the summer of 2009, and was able to delegate some project management responsibilities to him as per his request. He spent increased time on several job sites supervising masonry teams and over-seeing several concrete pours. Patrick established a rapport and working relationships with all of my sub-contractors and building supply vendors. It was a pleasure to have Patrick Hickey as an employee and to have the opportunity to watch him grow and develop into a valuable and productive member of my company. I would recommend Patrick’s work and business skills to any prospective employer as his contributions to my company are on-going today. He will be successful in any career that he chooses and have a significant impact on that organization.

I would be most pleased to offer a professional reference as it pertains to Patrick Hickey’s capabilities and skills.

Regards,

Rick Elliott