

KEITH DAVIS CONSTRUCTION, LLC

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CCB # 173455
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December 29, 2022

Keith Davis
10740 SW Lancaster Rd
Portland, Oregon 97219

Admittance Board,

I am pleased to write this recommendation on behalf of Catherine Johnson. She has worked for our company, Keith Davis Construction, for nearly five years, with a starting date of March 2018. A few months ago, Catherine shared her dream with us, to pursue a Master of Environmental Science Degree, at her Alma Matter, Evergreen State College. I know that her commitment to the environment, desire to learn, and willingness to take on new challenges would make her a great fit for the program. Additionally, she has personal ties to The Evergreen State College Community, and her extended family lives nearby, as well.

Catherine is an enthusiastic, fun, positive presence in our office and on the job site. She is naturally a friendly and outgoing person. Her social skills make her approachable and relatable to our customers and employees.

Her duties include operations and project administrative functions

Creating required word and excel documents for customer proposals

Updating Basecamp with tasks and documents to assist in project management

Post invoices, receipts and labor details to accurately invoice our clients

Assist with processing payroll and taxes

Oversee payments for membership fees, license renewal and that continuing education requirements are met on time

Organize business and project folders, file and retrieve documents as needed

Help gather information and reports for annual tax prep and insurance audits

Catherine is a great team player. She assists our project managers and carpenters when we are shorthanded on the job site. She is a committed individual who is always ready and willing to put in extra time and effort into any tasks assigned to her. Her work ethic is admirable, whether in person or working remotely, she is committed to getting the job done. Catherine is an eager and committed learner when it comes to discovering new things.

I highly recommend Catherine Johnson for admission to the Master of Environmental Science Program, at Evergreen State College. We are grateful for her flexibility to continue her work for us remotely while advancing her educational and career goals. If you accept her into the program, you will be helping this bright, experienced, courageous person pursue a lifelong dream.

You can contact me with questions or if you need any additional information.

Sincerely,

Keith Davis,

Keith Davis Construction, LLC

❖ **Keith Davis: Manager, 503.329.9212, fax 503.245.0136; kdcllc@mac.com**

❖ **Trisha Bradford, Office Administrator, 503 449-5701**

❖ **Cathernie Johnson, Administrative Assistant, 503 544-6423**