

To whom it may concern,

I am writing on behalf of Miriam Ziven to offer her the highest endorsement and recommendation I can offer about her to any potential employers who are looking for someone to help in the management and administration of an organization.

Beginning in early January 2017, until the end of May 2018 Ms. Ziven served as my project manager and grants coordinator for the Minnesota Communities Assemblies. The Assemblies were community engagements involving several hundred people from four cities in Minnesota. The Assemblies involved a budget of \$500,000, funded by two foundations.

As project manager/grants coordinator, Miram performed many tasks. This included managing the budget, media relations and outreach, coordinating with vendors, interaction with community residents, setting time tables, frameworks, and agendas, and, in general working very closely with me in the overall design, development, and delivery of the four assemblies.

In every facet of her work, Ms. Ziven was outstanding. I could fully trust her with any task assigned. Even more, Miriam demonstrated outstanding judgment, initiative, and ability to solve problems both big and small. She had a great eye for details in all the work she did and she also well grasped and displayed an outstanding ability to help define major goals and objectives of the assemblies (with me) and to then develop well-designed plans to implement these goals. Her work involved significant coordination with many different constituencies, and in every instance Miriam demonstrated the required skills and judgment to succeed. Finally, for the 18 months we worked together, Ms. Ziven demonstrated definite growth in her skills, knowledge, and performance. When given the chance and challenge, Miriam rose to the occasion and performed well.

Over the years I have been the executive director of one non-profit, served in leadership positions in several others, and have also done management training for many. I have also run a government agency and do training for many units of government. I say all this because my evaluation of Miram Ziven is made in light of my experiences. If I ever needed someone who is dependable, detail and task orientated, able to follow orders and also self-organize, I would recommend Ms. Ziven. In addition, she also is good with working with diverse populations, understands budgets and budgeting, and also displays many other talents that would be useful to any organization needing someone to assist in its management.

Overall, I encourage any employer looking for a great employee to help in management or administrative functions to consider hiring Miriam Ziven.

David Schultz, Professor of Political Science
Hamline University