

I am writing to highly recommend Miriam Lea Ziven for any position she may be applying for. As the director of finance and operations at [Phyllis Wheatley Community Center], I have had the pleasure of working with Miriam for the past five years and can confidently say that she is an exceptional employee and colleague.

One of the first things that stood out to me about Miriam was her discretion and trustworthiness. She is always mindful of confidentiality and handles sensitive information with the utmost care. I have never had any concerns about leaving her in charge of projects or tasks that require her to work independently, as I know she can be relied upon to complete them to the best of her ability.

In addition to her discretion, Miriam is a hardworking and reliable employee. She consistently goes above and beyond in her role, particularly when it comes to audits, billing, and capital upgrades. She is able to handle complex tasks with ease and is always willing to take on new challenges.

Over our time working together, I have been able to give Miriam a myriad of tasks that she completes in a timely manner. Something that I truly value of her is that I don't have to look over her shoulder. If she has a question or needs clarification, Miriam is right there with her curiosity on best practices and modes of how I prefer projects be executed.

Overall, I highly recommend Miriam for any position she may be applying for. She is a valuable asset to any team and I have no doubt that she will continue to excel in her career.

Sincerely,

Jimelle Duncan

DocuSigned by:

A handwritten signature in black ink that reads "Jimelle Duncan". The signature is written in a cursive, flowing style. It is enclosed within a blue DocuSign signature box.

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