

# *Mary Francen*

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To whom it may concern:

I have known Mary Francen for the past 20 years and have also worked with her professionally. I was editor of Community News, a Pemberton-based community weekly newspaper, and she was the assistant editor.

Mary did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

In her capacity as assistant editor, Mary ensured stringers and other writers submitted stories and photos on deadline (and invoices from those freelancers were submitted on deadline as well); set up those photos for publication, including coming up with a more efficient way to do so, saving time; and laid out, proofed and sent for printing a typical 20-page paper within the allotted time.

Mary was always willing to offer her assistance as well as to listen and had an excellent rapport with the community served by our newspaper including readers, advertisers, people, businesses and other organizations we wrote about, as well as with company officials. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,  
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