



Portland Women In Tech

<http://www.pdxwit.org>

April 22, 2018

Dear Ilana,

Since Portland Women in Technology is an almost completely volunteer organization, we rely heavily on our team to keep things running and take care of all of the many tasks that would be performed by full time staff at any other organization. We encourage anyone who wants to help to pitch in, and we are grateful for their contributions. However, you have been extremely helpful and have gone so far above and beyond that we can't help but be wowed by your work.

- Your communication style and frequent check-ins are much appreciated. Taking the time to write a quick email that summarizes your progress and the status of a project is a key success factor.
- Your project management skills are impressive. You willingly took on a complex web product research task, maintained information about multiple vendors, navigated volunteer team members' non-overlapping calendars, and performed detailed testing and evaluation beautifully.
- Your technical aptitude is impressive and reassuring. You confidently updated and modified our WordPress job board site to include key new features despite never having worked in the platform. All while sharing information with key stakeholders and end users about the project.

We are grateful for your help, and we know you will be amazing at whatever role you choose. Thank you for sharing your time with us.

Megan Bigelow, Board President and Co-founder
Maureen McAvoy Jemison, Board Vice President