

Paradigm Pest Management Pty Ltd

5th of November 2021

To Whom it May Concern:

I highly recommend Ladie May Concepcion-Abadilla as a candidate for employment. Ladie May was employed at my company Paradigm Pest Management (trading as Twinspectors and Defence Pest Management) as an Administrative Assistant and Assistant Bookkeeper from February 2014 to October 2021. Ladie May was responsible for office-related tasks like reports creation and formatting, bookings, email campaigns, phone, email, and chat support, job scheduling, appointment reminders, job tickets, employees' timesheet management, payroll (MYOB), end of month computation, Accounts Receivable (bank deposits and credit card payments), bank reconciliation, Accounts Payable (recording of invoices and receipts into MYOB), keeping records of toll and odometer reading for our vehicle maintenance, and other ad hoc tasks. She is a good team player and works productively well with our staff in the office. When we decided to end our contract with the online marketing agency handling our WordPress websites, Google My Business (Google Ads), and social media accounts, Ladie May took the responsibilities and handled them. She did her continuous learning to improve her skills and knowledge on these areas and became instrumental in keeping our company's trademarks' online presence under control and effectively keeping our businesses alive. Ladie May also managed and supervised the two (2) other remote employees from the Philippines that we've hired, an additional admin assistant and a webmaster. She led them every day to achieve our daily goals and get things done.

Ladie May has excellent communication skills and a good team member. She is hard-working and energetic lady, and I have no doubt that she will achieve great success in her future endeavours. Ladie May is a quick learner and doesn't hesitate to continuously expand her knowledge.

If Ladie May's performance at our firm is a good indication of her future performance, she would be an asset to your company. Now that I am retiring and had to sell off my businesses, I would like her to find a good employer she deserves. If I can provide you with any further information, please do not hesitate to contact me.

Sincerely,



ANTHONY S. HARDY

Owner/Director of Paradigm Pest Management

(Trading as Defence Pest Management & Twinspectors)

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