



August 30, 2002

To Whom it May Concern:

I had the pleasure of working with Melanie Attard for about one year, while she was working for Wilson Sonsini Goodrich & Rosati. During the period I worked with her, Melanie supported three mid-level to senior associate attorneys, including me. Melanie has a wide range of applicable administrative skills, which I am sure will be described on her resume. Here I concentrate on a few observations that may not be apparent from review of a resume.

First, and very importantly, Melanie is capable of accomplishing a lot in a short period of time, with only a little direction. For example, in addition to her regular responsibilities of correspondence preparation, calendar maintenance, filing, timekeeping and client contact, I asked Melanie to handle coordination with a non-profit client of our firm that uses our facilities for educational meetings and events. These events are an important source of business development and client goodwill for our firm and need to be handled properly. Melanie took the responsibility seriously and immediately handled the complexities of simultaneously coordinating multiple events—often events for more than 100 people involving customized seating, catering and technical support (local audio, local video and telecommunications). She handled these matters professionally and undertook direct coordination with client representatives, without unduly burdening me to make decisions or handle crises. In short, she performed excellently with little direction.

In addition, Melanie is also experienced in preparing and dispatching large mailings. Complex mailings are an interesting test of ability, and not everyone can handle them. On numerous occasions, Melanie has worked within tight deadlines, sometimes just a few hours, to coordinate teams of firm personnel and on occasion inexperienced client personnel to accumulate and verify destination addresses, collate multi-part mailing packages that were frequently customized for different categories of recipients, stuff envelopes and dispatch packages by various forms of domestic and international delivery, meeting rolling dispatch deadlines by geographic region. Accomplishing complex mailings quickly requires critical thinking, attention to detail and the ability to lead teams. These are all skills that Melanie has demonstrated while working with me.

Melanie is also interested in and willing to learn new skills. For example, I recall that she was excited to help prepare rough drafts of some tax-related paperwork for a client, which required her to locate and review form instructions, because she had not had the opportunity to do that kind of work before. An interest in new skills is valuable, because it demonstrates inherent flexibility.

Finally, Melanie is fun to be around, excited about her work, considerate and friendly. People with these traits raise the morale of those who work with them, and Melanie's value to an employer is certainly increased for her possession of these qualities. In sum, I enjoyed working with Melanie and expect others would as well, either in or outside the field of law. Melanie learns quickly and could easily transfer her fundamental skills and abilities to administrative positions in several other fields.

Sincerely,

Gregory D. Grove