

WORK **the** SYSTEM

The Simple Mechanics of Making More and Working Less

To Whom it May Concern:

As the Director of Business Systems and Operations of Work the System, I interacted directly with Renee Burgdorf in a supervisory position for 8 months.

She was hired as a remote, freelance Procedure Documentation Specialist, Project Coordinator, Proofreader, and Brand Advocate for the company. Renee has been an invaluable asset to our international team during her time with the WTS Team. Renee's keen eye for proofreading, as well as her talent for suggesting marketing strategy advance our presence online.

Renee benefited WTS through her diverse Digital Marketing Generalist skills — advancing our Brand to the “next level.”

- Proofread, edited, and “suggested” on existing marketing collateral and webpages.
- Quality assured Graphics, Automation, and Transcription contractors' output.
- Produced Weekly Podcast Email Broadcast: Managed Creatives and Automation Teams via Asana to meet launch deadlines.

Especially impressed with her ability:

- **Procedure Writing:** Built-out a custom, branded Internal WTS TEAM Working Procedure Template, TEAM Process & Procedures Policy, and managed it all through a custom Excel Tracking System — concept to finished project.

I would highly recommend Renee. She can work autonomously, follows directions well, is quick to respond to all team inquiries, troubleshoots, and keeps a friendly demeanor.

If you have any questions about bringing Renee on your team, please feel free to contact me via phone at 800-664-8351.

Sincerely,

Jacqueline Hill

Director of Business Systems and Operations, Work the System