

Food
Services



The University
of Texas
Health Science Center
at Houston

6431 Fannin
Houston, Texas 77030
(713) 792-5880

September 28, 1979

TO WHOM IT MAY CONCERN

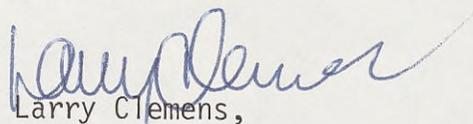
This is to inform that Mary Lopez has done an excellent job as the Administrative Secretary for the University of Texas Health Science Center Food Services.

Ms. Lopez was responsible for organizing the office at its inception. She maintains personnel files, time cards, time sheets and other forms pertinent to personnel. She prepares purchase orders and readies invoices for payment by accounting. Each invoice has to be checked carefully so that it will agree exactly with the prepared purchase order. Contact with outside vendors is constant and she conducts herself in a professional manner whenever she deals with them or with other departments of the Health Science Center. Ms. Lopez is also very congenial and gets along well with other employees.

All correspondence is prepared by Ms. Lopez with strict attention to the proper business format. She is a meticulous and a conscientious person. Another asset for her is her ability to speak and write in both English and Spanish. This has proven invaluable for me in clarifying instructions to employees who had difficulty communicating in English.

Ms. Lopez has excellent work habits and accomplishes her work with little or no guidance. Much of the work done by her is on a level of that of an Administrative Assistant, a position I would highly recommend her for.

Sincerely,


Larry Clemens,
Manager
UTHSC FOOD SERVICES

LC:m1

The object
of this
book is to
show

1911

FOX RIVER OPAQUE
SEA COTTON