

January 11, 2019

To Whom It May Concern,

It is my pleasure to write this letter of recommendation on behalf of Makeeta Keys who is a beloved colleague and friend. I first met Mrs. Keys in 2012 when we began working together as instructional coaches at an elementary school in Fairfax County, Virginia. During that time, I witnessed Mrs. Keys' ability to lead with a servant's heart, build capacity in others, and collaborate effectively. She is a very strategic thinker, pays attention to detail, and does everything with a spirit of excellence. Mrs. Keys is adept at fostering positive relationships and making personal connections with those she encounters. Her exemplary analytical, organizational, and communication skills proved to be very beneficial in our work setting and contributed to successful team dynamics and best practices being put into place. She is someone who effectively leads by example through inspiring others to action, modeling problem solving, and making informed decisions.

Because Mrs. Keys is so well rounded, not only did she execute her day to day duties as instructional coach with integrity and skill, she also continued to be active in her church and community as well. With her extensive leadership, mentoring, and coaching experience, she adds value to every environment she enters.

Mrs. Keys skillset and expertise is one that transcends just one type of career path. In her current role as Director of Member and Guest Relations, she has led, organized and coordinated efforts to enhance the experience of guests, members, and those who serve at The Potters House of North Dallas. Under her leadership, she has successfully shifted the culture by implementing new procedures and protocols to better track information and manage results.

As a director, Mrs. Keys engages others in reflective conversations, creates opportunities for growth, and provides helpful guidance and consultation. Some of her responsibilities include creating and conducting trainings, developing staff and servant leaders, organizing teams and events, presenting trends to the leadership team for future planning.

Mrs. Keys is not afraid to take risks or take on challenges. Whatever the situation calls for, she is able multi-task, delegate, or provide oversight to ensure that there is follow through and full implementation.

Above all, Mrs. Keys is an amazing woman of God who has a heart to serve, walks with integrity, and is passionate about what she does. She is a loving wife, beautiful mother, and devoted friend. She is fully committed to serving and uplifting others and has a commendable work ethic and disposition. I provide this recommendation without reservation and believe that Mrs. Keys will be a valuable asset to any organization or position.

If you have any questions, or would like to further discuss Mrs. Keys' credentials, please feel free to contact me.

Regards,

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