

Kathleen B. Travagline  
128 Captains Quarters Rd, Unit 203  
Ocean City, Md. 21842  
Phone: 610-716-7492

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To Whom It May Concern,

Please accept this letter, as it is my Letter of Recommendation for Sarah K. Fagen. I have known Sarah for almost eight years. I have had the opportunity of working with her while at Mercy Health System and Catholic Health East.

She first came to Mercy Health System as an intern and very soon after starting in the Purchasing Department was performing the tasks of many of the Assistant Buyers with enthusiasm and much of the Purchase Order processing was accurate and complete. She was able to pick up on new Purchasing Procedures and computer programs associated with purchasing more quickly than a lot of the veteran colleagues. The most important trait I observed was her effort to complete many tasks in a precise and timely manner. I was impressed with the many tasks assigned as she never waiver, she could complete the tasks that others were not willing to pursue. When Sarah finished her internship and returned to school to finish her degree, she was missed by all colleagues.

The Purchasing Department of Mercy Health System closed on April 1, 2009 and I applied and was hired by Catholic Health East, parent company of Mercy Health System, as a Senior Buyer of Medical Surgical Supplies and Services. Sarah graduated from school, interned at another company and then applied and was hired for a Assistant Buyers position at Catholic Health East. As the Senior Buyer of a team of three Buyers and one Assistant Buyer, I had the opportunity of working again with Sarah. Her responsibilities included processing Purchase Orders for supplies, researching and resolving invoice discrepancies for one of the largest hospitals in the Catholic Health East System, St Peters Healthcare Partners in Albany, NY. She is able to process the most purchase orders in the department on a weekly basis and each order is placed with confidence and correctness. Sarah has excellent customer service experience as she works with many of the hospital employees to solve computer problems, get supplies overnight and walk them through many of the Purchasing Procedures.

Sarah is a quiet, confident person who is willing to perform many tasks and responsibilities to expand her experience and become an expert. She looks at projects and tasks openly and organizes each so they are completely correctly and on time.

Very talented and motivated to succeed, I recommend Sarah and believe that she would be a valueable asset to any company she pursues for employment.

Please don't hesitate to contact me with any further questions.

Respectfully,

  
Kathleen B. Travagline