

April 2005.

Ms. Linda Bayliss,  
Secretarial Personnel Solutions,  
Bradford,  
Ontario

Linda Bayliss has been working with The Montana Group and myself for over a year now. As a virtual assistant Linda has been and continues to be a great asset to my company. She is responsible for; compiling information and maintaining the ACT! Database, preparing mail-outs, keeping The Montana Group web site up to date, research for various projects and developing our Policy and Procedures manual.

Besides being a very efficient administrative assistant Linda is also honest, reliable and maintains confidentiality with everyone she works with. I would have no hesitation in recommending Linda for any administrative project.

If further information is required please contact me.

Sincerely,

Maureen Burleson,  
President,  
The Montana Group.