



WILLIAM CAREY UNIVERSITY

RE: Recommendation for hire, Sarah Grunblatt, M.A.

I would like to recommend Sarah Grunblatt to your organization. She is an articulate and detail oriented individual with a proclivity toward a high quality work ethic. Sarah is a quick learner and works comfortably with various software applications, including Microsoft Office and CAMS Enterprise.

As part of her responsibilities with William Carey University, Sarah functions as the Coordinator of Admissions and Student Records on the New Orleans campus. Basic responsibilities include contacting prospective students, handling admission requirements, and assisting with student schedule adjustments.

Sarah has a high level of motivation and requires little supervision. She can be very creative and has helped in planning and designing student events. I would recommend Sarah to your organization without hesitation.

Sincerely,

Arnold Arredondo, Ph.D.
Director of Student and Administrative Services
New Orleans Campus
William Carey University