

From Lark West's Annual Performance Evaluations (and Reference)  
from Zacharias Sexual Abuse Center Executive & Development Directors  
*Legal Name Change 2012 - Linda West to Lark West      originals available*

Linda did an outstanding job overseeing and running the special events, setting records for the monies raised. This alone could testify to her strengths, but there is more. Handling a myriad of details, meeting deadlines, delegating to and then training point persons or subcommittees – she did it all. She took each of Z Center's events to new levels ... they were successful in every way.

Linda did a good job helping recruit the volunteers who worked the events. She kept them engaged and supported, and brought it all together day-of. She does a very good job creating a positive environment for staff and volunteers. She provided creative solutions that made the fundraisers smooth and impressive.

In addition to event planning and management, Linda played a key role in our marketing and technology efforts. She created highly professional and engaging email blasts for Z Center. Linda set up web pages for each event. These included online registration, and were very user-friendly, technologically sound, and visually appealing.

Linda possesses natural leadership skills. She built productive and friendly relationships. She is an exceptional role model and possesses inspired diplomacy. We valued her creative talents greatly. She asserted herself and helped ZCenter move forward in the area of technology. She got us onboard with using facebook, videos on our website and in eblasts, and collaborated in an ongoing basis with our volunteer professional web master to take our presence on the web to a whole new level.

Linda is a hard worker and demonstrated flexibility to meet the demands of her busy job, arranging her schedule around the events. She chose to be accessible - via email or her cell phone - to volunteers, staff, vendors, and anyone else that needed to connect with her. Her personal cell phone number was on her business card. Linda did whatever it took to make sure the work was done and all the details attended to.

Linda always kept her eyes open for ways to get good value for Z Center - from shopping for our web hosting to being frugal with our resources to her own efficient work habits, to finding people to donate their time or services. As our in-house technology person, she would always help coworkers when we had a technical problem of any sort. More often than not, she could resolve the issue so we would not have to pay our tech support company for their time.

Linda's positive attitude made it a pleasure to work with her. She is cordial and pleasant, and her style of communication is open, direct, and conveyed in a professional manner. Her work ethic is outstanding and admirable. She has a remarkably congenial and supportive style with staff and volunteers, a professional manner on the phone and in e-mail communications, genuinely demonstrates and communicates passion for her work. She is well organized and good with follow through. She impacted in positive ways staff and volunteer relations, improved Z Center's professional face to the community, and greater productivity from the development team of which she was a member.

Linda brought a unique and contagious energy to her work. Her enthusiasm underscores her creativity resulting in excellent execution and project completion. She is a team player with leadership qualities that set her apart from her colleagues. She is a woman of integrity, compassion, clarity, and drive. I recommend her highly.

September 12, 2011

To Whom It May Concern:

RECOMMENDATION OF LINDA WEST

Linda West worked for Zacharias Sexual Abuse Center (Z Center) from January 2005 to June 2011. As Special Event Coordinator, Linda was responsible for overseeing agency's three large annual fundraisers. Year after year, these events attracted a larger following and as a result, netted larger donations. In her capacity of Special Event Coordinator, Ms. West was responsible for handling a myriad of details, meeting deadlines, delegating to and then training point persons or subcommittees. She is quite proud of her accomplishments and if you ask her to share with you a sampling of her event planning expertise, unique and imaginative solutions to problems, etc., you will likely be impressed.

In addition to event planning and management, Linda played a key role in our marketing and technology efforts. She created highly professional and engaging email blasts for Z Center. Linda set up web pages for each event. These included online registration, and were very user-friendly, technologically sound, and visually appealing. She asserted herself and helped ZCenter move forward in the area of technology. She got us onboard with using facebook, videos on our website and in eblasts, collaborating on an ongoing basis with our volunteer professional web master to take our presence on the web to a whole new level. As our in-house technology person, she would always help coworkers when we had a technical problem of any sort. More often than not, she could resolve the issue so we would not have to pay our tech support company for their time.

She is cordial and pleasant, and her style of communication is open, direct, and conveyed in a professional manner. Her work ethic is outstanding and admirable. Her enthusiasm underscores her creativity resulting in excellent execution and project completion.

Sincerely,



Torrie Flink, CEO