



North Quabbin Community Coalition
251 Exchange Street, Athol, MA 01331
978-249-3703 ~ Fax 978-830-0005 ~ info@nqcc.org ~ www.nqcc.org

Working to improve the quality of life in the North Quabbin Region since 1984.

November 30, 2022

To Whom It May Concern,

I am writing today as a reference for Katrina Burton. As the Drug Free Communities Coordinator and later as the North Quabbin Recovery Center Program Director I have worked alongside Katrina since 2017 as a colleague in role as North Quabbin Community Coalition Project Assistant.

In working with Katrina, I found her incredibly creative, responsive, and detailed oriented. With her support I was able to disseminate eye catching outreach materials and have an appealing social media presence.

I hope that you will consider Katrina for any role in which she applies. Please feel free to contact me for any additional information on my cell phone, 978.906.3438.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Sarah Collins".

Sarah Collins

November 27, 2022

Maria Bull
235 Dana Road
Orange, MA
01364

To Whom It May Concern:

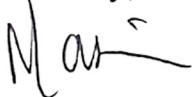
I am writing to unreservedly recommend Katrina Burton to your organization. I worked with her closely for years when she was with the North Quabbin Community Coalition and was very impressed with her innate and learned abilities. She is one of the best workers that I have ever seen.

Here is what she will bring to your organization:

- Katrina is organized and neat without being controlling and inflexible.
- She is committed to getting all work done in a timely manner and does so while maintaining a good sense of humor, helping anyone out who may ask, and being self-effacing. She doesn't 'stress out' and become negative.
- She is very professional and proactive. Katrina is both able to get the job at hand done while suggesting process improvements as she works.
- She is a fantastic team player and shows leadership initiative.
- She is smart, able, curious, funny, and down-to-earth despite all her abilities.
- She has a beautiful sense of design and pays extraordinary attention to detail.
- Her time management is flawless.

All in all, you will be very lucky if you are able to hire Katrina, regardless of the position. Please call me directly on my cell phone 508-873-0729 at any time should you have any questions.

Sincerely,



Maria Bull

Jennifer Barbaro
455 Alger Street
Winchendon, MA 01475
978-413-9315

November 21, 2022

To Whom It May Concern:

I am writing this letter of recommendation on behalf of Katrina Burton. Katrina worked under my direction for approximately five years at the Fitchburg Redevelopment Authority. Katrina effectively handled all facets of daily office responsibilities.

Our office underwent reorganization per the direction of several Mayors and all the while Katrina handled each directed change with excellence. Katrina was always willing to go above and beyond the scope of work to make any transition run smoothly.

Not only did Katrina skillfully handle regular office duties, but she also volunteered to handle public events, that, to this day carry on in the City of Fitchburg since Katrina's inception of creating. Katrina excelled at handling marketing, public relations, and social media for the office with ease and confidence.

I highly recommend Katrina for any position she applies for and would be more than happy to discuss her tenure with Fitchburg. Please feel free to contact me at 978-413-9315 or jhines35@comcast.net for any additional information that you may need to help in your decision to hire on an asset like Katrina.

Sincerely,



Jennifer Barbaro

Former Executive Assistant to the Executive Director
Fitchburg Redevelopment Authority 2001-2016

Michael A. Lanava
877 Grove Street Terrace
Worcester, MA 01605
508-517-1076 – home phone

July 11, 2010

To whom it may concern:

This letter is my personal recommendation for Katrina Burton.

Until my retirement, Ms. Burton had been my administrative assistant for over 15 years with the City of Fitchburg's Economic Development Office. During that time, her responsibilities and duties increased to keep up with her intellect and her ever-increasing, self-taught technical skills.

While Ms. Burton's main responsibility was to manage the office, she also contributed to the marketing of the various projects that the office undertook. She created and maintained the office web site and various marketing plans through both print and electronic media.

Ms. Burton has excellent communication skills, is well organized, detailed oriented and results-driven. She was a major reason for the success that the Economic Development Office achieved. I found her pleasant to work with, taking on all assignments big and small with dedication and creativity. I highly recommend Ms. Burton for employment. She is a team player and would make a great asset to any organization. Please feel free to contact me at 508-517-1076 with any questions.

Sincerely,



Michael A. Lanava
Executive Director - Retired
Economic Development Office
City of Fitchburg, MA

June 5, 2013

To whom it may concern:

I am writing you to recommend Katrina Burton for any position she is qualified for. Katrina has worked for the North Quabbin Community Coalition for the last year and a half and has been a very dependable, honest and hardworking member of our team.

Katrina has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. Katrina can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Katrina was quick to volunteer to assist in other areas of agency, as well.

Katrina would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,



Jennifer Desjardins
Project Coordinator



427 Main Street, Athol, MA 01331

Ph: (978) 249-3703 Fx: (978) 575-0474

www.nqcc.org info@nqcc.org

Working to improve the quality of life in the
North Quabbin region for over 29 years.

North Quabbin Woods
1 East Main St.
Orange, MA 01346



www.northquabbinwoods.org
office@northquabbinwoods.org
978.249.3703

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Katrina Burton. Over the past year I have had the opportunity to see first-hand the amazing skills she possesses. As an office administrator and project assistant she is courteous, professional and always timely. Her attention to detail is impeccable and she is more than capable of taking on a large scale project and see it through with little direction and oversight.

The thing that sets Katrina apart from other colleagues is her vast ability and experience. She shows expertise in graphic design, marketing, databases, basic web design, data collection and organizational systems. That coupled with her strong customer service skills, ability to multitask seamlessly and her sense of knowing when to step in and help makes her a valuable asset to any project or office.

Many skill sets can be taught. For me what stands out in the professional world is the skills you cannot teach people. This is what makes Katrina shine above the rest; she has common sense, good judgment and an impeccable character. I would never hesitate to leave Katrina to work independently on a task or make decisions for a project.

In short, any workplace would be fortunate to have Katrina Burton working there. Hiring Katrina would be the best decision any hiring manager could make. Her self-starting nature, amazing skill set and character makes her an asset in any workplace dynamic. Please take the time to contact me if you have any further questions.

Regards,

A handwritten signature in black ink that reads "Kirby Lecy". The signature is written in a cursive, flowing style.

Kirby Lecy
Project Coordinator
North Quabbin Woods
klecy@northquabbinwoods.org

May 30, 2013

To Whom It May Concern:

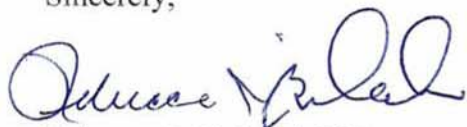
This letter is to serve as my reference for Katrina Burton. I have had the opportunity to know Ms. Burton for one year in her position as Project Assistant at the North Quabbin Community Coalition. Throughout her employment, Ms. Burton has demonstrated her dedication and commitment to the job.

Katrina has proven to be very dependable and shows great attention to detail. She is always willing to learn new tasks and has taken on projects above and beyond the scope of her position whenever needed. Katrina has made herself an invaluable part of our team and I know she will do so in any position she may choose in the future. If not for recent funding cuts to our agency, the Coalition would continue to employ Ms. Burton at her current level.

Katrina is hard working and very responsible. She is great with customer service and has been instrumental in revitalizing our website and newsletter. Her creative and design skills allow her to use her many talents in a variety of ways. Katrina is a true perfectionist and this pride in her work shows in the results.

I can easily give a positive recommendation for Ms. Burton in her search for new employment. Please feel free to contact me at the number below if you need any additional information or to confirm the contents of this letter.

Sincerely,



Rebecca J. Bialecki, PhD
Executive Director



427 Main Street, Athol, MA 01331
Ph: (978) 249-3703 Fx: (978) 575-0474
www.nqcc.org info@nqcc.org

Working to improve the quality of life in the
North Quabbin region for over 25 years.

April 28, 2010

To whom it may concern:

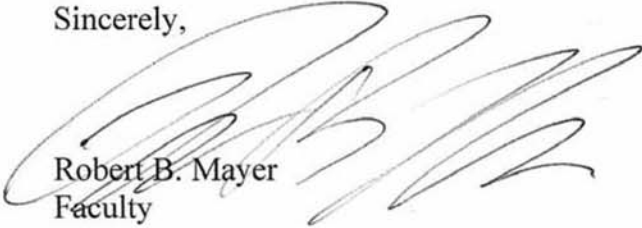
It has been my pleasure to have Katrina Burton as a computer graphics and photography student here at Mount Wachusett Community College. Katrina is an intelligent, creative and conscientious student who has consistently done well in her assignments.

In the classes I teach, students are challenged not only to follow recommended procedures but also to discover alternative methods. Katrina has proven to be more than up to the task by completing her assignments thoroughly, promptly, and with a keen insight. Her assigned projects show not only a creative eye, but also a desire to go well beyond the minimum requirements.

She responds to constructive criticism well. In fact, she consistently seeks input on her work so she can constantly improve. She is very passionate about her work. It's been fun to watch her skills improve exponentially in the time I have known her. I wish I could claim credit for her success. However, it is largely due to her own self motivation and drive.

Katrina is a creative and likeable individual who is committed to her success. I recommend her without reservation.

Sincerely,


Robert B. Mayer
Faculty



Fitchburg, Massachusetts

Office of the Building Commissioner

LENNY LAAKSO
Building Commissioner

SARAH A. CULGIN
Local Inspector

HARRY D. PARVIAINEN
Inspectors of Wires

WAYNE LITTLE
Acting Plumbing & Gas Inspector
Plumber/Mechanical Inspector

18 April 2010

To Whom It May Concern:

I am writing to extend my personal recommendation on behalf of Katrina Burton. As the City of Fitchburg's Local Building Inspector, I had the distinct pleasure of working with her for a year when the department she worked for, Economic Development, was merged with the Building Department. Due to the merger, Katrina was called upon to do all the clerical work for both departments for most of that year.

The Building Department is a very challenging department to support. Significant specialized knowledge is required just to be able to direct phone calls and visitors to the office and handle the wide range of questions, comments, and complaints that the Building Department receives. Support staff must also be able to assist people with complicated permitting forms and procedures. Katrina rose to the challenge of the new assignment remarkably well. Despite the difficult environment that her new position presented, she took it upon herself to build a web page for our department within her first two weeks, making available various city permit forms and other procedural information on the Internet for the first time. This was an amazing contribution to the productivity of our office and satisfied a request that had fallen on deaf ears for years.

In terms of her customer service skills, we could not have been happier. She managed the public with a positive and helpful attitude and typically provided a level of service that greatly exceeded our expectations. She was particularly good at assisting angry or frustrated members of the public. In addition to her excellent skills with the public and the specialized technical skills Katrina brought to the position, her personality added another wonderful element to the office. She was a pleasure to work with every day and we were very sad to lose her.

Katrina will make a tremendous contribution to any employment environment. She works hard, takes her job seriously, is very adaptable, and is happy to take the opportunity to expand her skills and apply them in the most helpful ways. I sincerely cannot recommend Katrina highly enough. Please feel free to contact me if you have any questions.

Sincerely,

Sarah A. Culgin
5 Cote Avenue
Ashburnham, MA 01430
617-304-9007
sculgin@verizon.net

*Ellen DiGeronimo
197 Bridle Cross Road
Fitchburg, MA 01420
978-342-6944*

April 15, 2010

To Whom it May Concern:

I am delighted to have the opportunity to write a letter to support the candidacy of Ms. Katrina Burton for any position she applies for. I have had the pleasure of working with Katrina for three years, but have also interfaced with her for many years, when I worked in other positions for the State of Massachusetts.

Katrina's communication skills are outstanding, but more importantly, her ability to work with many different constituencies is remarkable. She is a "self-starter". If she is confronted with a project and recognizes that additional information would enhance the project, Katrina will take the lead and add value to the effort.

During the time I have worked directly with Katrina, she has assisted me many more times and always provides professional assistance and materials. My responsibilities required marketing materials Katrina educated herself in the field of graphics and these skills greatly enhanced my projects.

Katrina has demonstrated her commitment to excellence and her attention to detail. She was truly an asset to our office and I am confident that she will bring these same skills and talents to any position she undertakes.

If you have any questions, please feel free to contact me at 978-342-6944.

Sincerely,


Ellen M. DiGeronimo



180 Boulder Drive - Suite 100
Fitchburg, Massachusetts 01420
P: (978) 345-9602
F: (978) 345-9604
www.discoverfitchburg.com

April 15, 2010

To Whom it May Concern:

I am writing this letter of recommendation on behalf of Katrina Burton. I worked with Katrina for 4 1/2 years and have found her to be a very energetic and focused individual. She was the Administrative Assistant for both the Fitchburg Redevelopment Authority (FRA) and the Industrial Development Commission (IDC) for many years and has done a great job on handling the varied, difficult and unexpected array of activities that this office faces on a daily basis. As the scope of duties of the Economic Development Office (FRA & IDC) expanded, the need for permanent Bookkeeper/Assistant for the FRA was apparent and Katrina took it upon herself to help train and guide the new person and made the transition seamless.

When Katrina recognizes a problem or deficiency, she takes it upon herself to take corrective measures. An example of this is the comprehensive program she developed for Riverfront Park. Riverfront Park was a new urban park located in the heart of the city and was vastly underutilized. She took it upon herself, and a lot of her own time, to schedule various events such as River Jam (free concerts), the annual Forge-In Blacksmith Festival, and free Friday Night Movies.

Another example of her initiative was the webpage she developed for the Economic Development Office. With no formal training, she took it upon herself to develop a very informative and professional website, www.DiscoverFitchburg.com.

Please do not hesitate to call me if you have any questions or would like any further information.

Sincerely,

Thomas Szocik
Executive Director



180 Boulder Drive - Suite 100
Fitchburg, Massachusetts 01420
P: (978) 345-9602
F: (978) 345-9604
www.discoverfitchburg.com

April 15, 2010

To Whom It May Concern:

It is my pleasure to recommend Katrina Burton for any position she might apply for. Katrina worked for the Fitchburg Economic Development Office for almost 20 years, with the last four for me under the city of Fitchburg. She has excellent written and verbal communication skills, is highly organized, works independently and follows through until jobs are completed.

During Katrina's tenure there, she had seen the office grow from two people to a staff of seven. Along with the increase in the number of people, she also volunteered for additional responsibilities, including event planning at Fitchburg Riverfront Park. Her ability to manage the different types of projects for our office is an example of her outstanding organizational and time management skills.

Katrina is always willing to offer co-workers her assistance and has excellent rapport with those served by our office, including clients, the public, other city departments and professional organizations. She truly was an asset to the Fitchburg Economic Development Office and the city of Fitchburg.

Intelligent, friendly, humorous, dedicated and skilled, I highly recommend Katrina without reservation. Please feel free to contact me at 978-345-9602 or d.curley@net1plus.com if you have any questions or would like any additional information.

Sincerely,

Dan Curley
Economic Development Director
Fitchburg Redevelopment Authority

Elizabeth Kaake - Smith
Director
Tel. 632-3412

Patricia J. Connors
GRANTS Administrator
Tel. 632-3800



CITY OF GARDNER

DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING

City Hall - Gardner, Massachusetts 01440

July 17, 1989

Dear Sir/Madam:

In the three years that Katrina Cote and I have worked for the Department of Community Development and Planning, I have noticed that she holds many positive qualities. Her strong organizational skills, coupled with her proficient, interpersonal and communicative abilities, are outstanding. These abilities, combined with her commitment to work and pleasant personality, are unrivaled.

Should your organization have the opportunity to add Katrina to your staff, the caliber of that staff shall be increased greatly.

Very truly yours,

Glenn P. Eaton
Assistant Grants Administrator

Elizabeth Kaake - Smith
Director
Tel. 632-3412

Patricia J. Connors
GRANTS Administrator
Tel. 632-3800



CITY OF GARDNER

DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING

City Hall - Gardner, Massachusetts 01440

July 17, 1989

To Whom It May Concern:

Katrina Cote is a valuable member of the City of Gardner's Community Development and Planning Department.

Her contributions in the past three years range from layout and design of full grant applications to a critique of administrative requirements in the Subdivision Rules and Regulations of the Development Review process for the Planning Board.

Katrina has mastered her role in the Department and has expanded beyond with her involvement and commitment to the City Hall Employees Association as President this year.

Both within the Department and within City Hall, Katrina's dedication and work ethic has served as a catalyst for increased professionalism in the workplace.

I fully recommend Katrina for any position that she may apply for. Please do not hesitate to call me if I can be of any further assistance in your decision-making process.

Sincerely,

Elizabeth Kaake-Smith
Director

Jerome Gauthier
Chairperson

City Hall . . . Room 210
Tel. 632-7223



GARDNER HOUSING PARTNERSHIP

Gardner, Massachusetts 01440

July 17, 1989

Dear Sir/Madam:

I have had the opportunity to work with Katrina Cote during the past one and one-half years.

During this time, Katrina has been trustworthy, professional, and most importantly, highly motivated in whatever she attempted.

Personally, she has designed and completed outreach materials on behalf of the Gardner Housing Partnership and has done so with minimal supervision.

I highly recommend Katrina to any firm or company who is considering her for employment.

Sincerely,

Jerome Gauthier
Chairperson

(Housing Coordinator for the Department of Community Development and Planning)

Jennifer Barbaro
455 Alger Street
Winchendon, MA 01475
978-413-9315

November 21, 2022

To Whom It May Concern:

I am writing this letter of recommendation on behalf of Katrina Burton. Katrina worked under my direction for approximately five years at the Fitchburg Redevelopment Authority. Katrina effectively handled all facets of daily office responsibilities.

Our office underwent reorganization per the direction of several Mayors and all the while Katrina handled each directed change with excellence. Katrina was always willing to go above and beyond the scope of work to make any transition run smoothly.

Not only did Katrina skillfully handle regular office duties, but she also volunteered to handle public events, that, to this day carry on in the City of Fitchburg since Katrina's inception of creating. Katrina excelled at handling marketing, public relations, and social media for the office with ease and confidence.

I highly recommend Katrina for any position she applies for and would be more than happy to discuss her tenure with Fitchburg. Please feel free to contact me at 978-413-9315 or jhines35@comcast.net for any additional information that you may need to help in your decision to hire on an asset like Katrina.

Sincerely,



Jennifer Barbaro
Former Executive Assistant to the Executive Director
Fitchburg Redevelopment Authority 2001-2016