

Wednesday January 10, 2018

To Whom It May Concern,

I have worked directly for Mary Luna-Duffy off and on for over three years. As a part-time employee, I was hired to supplement her workload as well as others in the office. As the office manager for a small business, her responsibilities are diverse. I am impressed at Mary's ability to juggle her many responsibilities. She stays on top of everyone's schedules in the office and manages project deadlines while maintaining the books, developing marketing materials and billing clients.

Mary is not afraid to take on new challenges. We recently rebranded and have taken on the task of increasing our social media presence. Mary and I have spent countless hours researching what fits best for our business. She is very good at making decisions with the big picture in mind and within budget. As the business continues to grow and her role expands, she is teachable and looks to various experts to grow her knowledge in areas that she is new to –such as employee management.

Not only is Mary a dedicated and responsible employee, she is very involved in the community as a Girl Scout leader. She spends countless hours developing programs so that her girl scouts succeed in developing confidence and leadership skills. She not only cares for the girls but her service projects often benefit the community.

I have learned a lot from Mary. She is never too busy to take time for others, in spite of her many deadlines each day. Mary is a team player that not only works hard for ETHOS Design Group but cares about her friends, family and community.

I am honored to recommend her for the Forty Under 40 Award.

Colette Mithelman

Interior Designer -Business Development Coordinator



ETHOS Design Group, Inc.

Architects | Interior Designers

119 Second Street

PO Box 169

Polk City, Iowa 50226