



April 20, 2026

To Whom It May Concern,

It is with genuine enthusiasm and without a single reservation that I write this letter on behalf of Kate Kelly. I have had the great privilege of working with Kate for fifteen years — and I want to be direct with you: if you are considering bringing Kate onto your team, you are lucky. She is, quite simply, a gem.

In over a decade and a half of collaboration, Kate has been the kind of professional that executives dream about. She anticipates needs before they arise, solves problems before they escalate, and does it all with grace, warmth, and an energy that lifts the entire team around her. Hiring managers often talk about finding someone who is “reliable” or “organized” — Kate is those things and so much more. She is an extraordinary communicator, a creative thinker, and one of the most resourceful people I have ever worked with.

Responsiveness & Flexibility

What sets Kate apart first and foremost is how responsive and understanding she is. In fifteen years, I never once heard Kate say no to any request I had for her. Whether managing a last-minute calendar crisis, updating the timeline on client communications, changing to a new CRM or project management platform, Kate handles it — quickly, calmly, and correctly. She is equally at ease working in structured environments and fluid, fast-moving ones. Her flexibility is not just about adapting to change; it is about thriving in it.

Creativity & Problem-Solving

Kate does not just complete tasks — she improves them. Time and again, she identified more efficient processes, found smarter tools, and brought creative solutions I had not even thought to look for. When something was broken, Kate fixed it. When something was merely working, Kate made it excellent. Her eye for design and her ability to produce polished presentation decks, compelling social media content, and clear written communications reflect a creative sensibility that is rare in an administrative professional — and invaluable to any team.

Tech-Savvy & Always Ahead of the Curve

Kate has a genuine passion for technology and a talent for identifying the right tool for the job — always with an eye toward both functionality and cost-effectiveness. She stays current on the latest platforms and software, and she proactively introduces upgrades and improvements rather than waiting to be asked. She has always helped me look through a financial lens as well, weighing the costs of maintaining a current system versus switching, and finding ways to get more for less. Across the full suite of tools any modern executive operation depends on, Kate is not just competent — she is masterful:

- Adobe Creative Suite, Microsoft 365, and Google Suite — proficient across all platforms
- Executive administrative support and office operations management
- Calendar management, travel coordination, and meeting logistics



- Project and task management, with meticulous follow-through
- Expense reporting and bookkeeping with accuracy and transparency
- Presentation deck creation that is both visually compelling and strategically clear
- Social media management with consistent brand visuals and engagement
- Client and stakeholder relations handled with professionalism and care
- Process improvement that reduces friction and increases team efficiency

Beyond her impressive skill set, what I will always treasure most about Kate is who she is as a person. She shows up with a positive attitude, a genuine commitment to the people she supports, and an integrity that is unwavering. She has been a trusted partner and a steady, bright presence throughout fifteen years of growth, change, and challenge.

I cannot recommend Kate Kelly highly enough. If you have the opportunity to work with her, take it. You will not just be gaining a phenomenally skilled professional — you will be gaining someone who will make your work better, your team stronger, and your days a great deal easier. You would be very lucky to have her.

Warmly,

Erin Owen

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