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Aloha!

I am pleased to recommend Ilona Finkey as a candidate for a position with your organization. I hired Ilona in 2010 as the office manager and bookkeeper for Neighborhood Place of Puna. As the office manager, she was the first person any one walking into the facility would see and that person would always be greeted immediately and with a smile. Ilona was also the designated person to answer telephone calls. She was always polite, caring and a good listener. She was able to provide the information and referrals needed to both walk-in and callers. If someone needed additional assistance, she would set up an appointment with an outreach worker. It did not matter if the person asking for assistance was a well-known professional or a stranger off the street, Ilona treated all with respect and compassion. Because my office was located near Ilona's desk, I was able to listen to her conversations and was very satisfied with her compassion, communication and listening skills.

As the bookkeeper for Neighborhood Place of Puna, Ilona was responsible for numerous government and foundation fiscal reports as well as accounts payable and receivable, balance sheets, bank and petty cash reconciliation, monthly Board of Directors financial reports and the annual audit preparation. The auditor was always satisfied with Ilona's work and we both found her to be honest, trustworthy and beyond reproach.

Ilona is a very versatile employee and will rise to any occasion – doing what is needed to help the community and to further the organization's mission. She is a hard worker and one who is extremely reliable. She will be an asset for to any organization and I highly recommend her for consideration. If you should have additional questions, please feel free to call or email me.

Sincerely,



Mary Hyslop  
Retired Executive Director, Neighborhood Place of Puna

(In Memoriam – Mary passed away June, 2020)