To Whom It May Concern,

I am pleased to recommend Ce'era Horton for opportunities in project management, project coordination, and operations. As Ce'era's supervisor and colleague at the University of South Florida, I have observed her strong work ethic, initiative, organizational skills, and ability to manage complex responsibilities in a fast-paced, high-volume environment. She is a dependable and resourceful professional who consistently balances competing priorities, coordinates projects, and maintains high standards of service and responsiveness.

One of Ce'era's greatest strengths is her ability to manage multiple projects while maintaining essential day-to-day operations. Her work involves coordinating student outreach initiatives, developing registration plans, and supporting complex registration cycles while managing a substantial volume of appointments, email communications, and time-sensitive requests. These responsibilities require careful planning, effective prioritization, and attention to detail. Ce'era approaches her work with a strong sense of ownership, ensuring that projects move forward, deadlines are met, and daily operations continue smoothly.

Ce'era also brings a proactive, solutions-oriented approach to project coordination. She looks for opportunities to improve processes, anticipate challenges, and develop resources that make work more efficient and consistent. She has created process guides, reference materials, and shared tools while contributing to new academic programs, cross-departmental partnerships, and process improvements. Her ability to identify needs, develop practical solutions, and collaborate with stakeholders makes her a valuable contributor to organizational goals.

I particularly admire Ce'era's exceptional work ethic and reliability. She takes her responsibilities seriously and understands the importance of timely communication and follow-through, especially when others depend on her work. During demanding periods, including peak registration cycles, she has demonstrated a willingness to take ownership of outstanding tasks and ensure that important communications and operational needs are addressed. She consistently maintains responsiveness and attention to detail while managing a high volume of work.

I recommend Ce'era without hesitation. She brings a strong combination of project coordination skills, operational awareness, initiative, and professionalism. I am confident she will be a valuable addition to any organization seeking someone who can manage competing priorities, coordinate projects effectively, improve processes, and consistently deliver results.

Best,

Jessica Davis

Jessica Davis
Associate Director of Academic Advising
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