

NorQuest College
10215 – 108 Street NW
Edmonton, Alberta, Canada T5J 1L6



December 20, 2013

Re: Rhonda Scheurer

To Whom It May Concern:

Rhonda Scheurer was contracted by Educational and Information Technology at NorQuest College from August – December 2013 to provide a number of key services in our Learning Management System (Moodle) Implementation Project.

Rhonda's main responsibility was to lead E&IT's LMS documentation process, which included all aspects of our Moodle-related processes such as support models, Administrator guides and application roadmaps. Since Moodle was a new technology for the College, Rhonda's work required considerable development and analysis of procedures in addition to their documentation.

Rhonda's work was exceptional, meeting all her deliverables in a timely fashion. She took great initiative in this project and displayed advanced problem-solving ability as she worked with our staff in developing and capturing our processes. Her strong Information Technology background coupled with her client focused approach made her the ideal candidate to work with our technical team, as well as the other College stakeholders.

I would be happy to provide any additional information about Rhonda's work. Feel free to contact me at the telephone number or email address shown below.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Jevne".

Andrew Jevne, MET
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