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**To:** Susan Theriot [susan114@bellsouth.net](mailto:susan114@bellsouth.net)  
**Date:** 9/13/2014 9:56:55 AM  
**Subject:** Letter of Recommendation

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To Whom It May Concern;

This letter of recommendation is written in support and appreciation for Susan Theriot. It is written with mixed emotions as I know I will be losing a professional colleague and friend. There comes a time when one must accept that opportunities for continued growth and development can only come from a change.

I have had the pleasure of working with and supervising Susan for over 20 years. While I regret having to accept her resignation, I understand she must pursue career opportunities that will allow her to achieve her career goals and objectives.

Any employer would benefit greatly from making Susan a part of their organization. She is a dedicated and committed employee and truly an asset. It has been my pleasure to have her on my team during our tenure together. Over the twenty plus years we have worked together, I have seen Susan grow professionally and she has excelled at any project assigned to her.

Susan has earned the highest performance rating on each of her annual evaluations. This distinction has not been duplicated by any other employee under my direction. This speaks highly of her dedication, work ethic, and drive to do the best job possible.

Her achievements have also been notable. She has earned her certification in Human Resources, Presentation Skills, Associate Public Manager, Association of Information and Resource Services. Letters, calls, and conversations from constituents and partners she assisted over the years are too numerous to list. This demonstrates her dynamic personality, commitment to serving and diligence to go above and beyond to assist the citizens of South Carolina. She has also received recognition from the Federal agency funding our programs for her leadership and programmatic efforts.

Over the years with increasing levels of responsibility, I have been very comfortable using Susan as the contact person in my absence. She has the ability to make sound decisions based on previous events and yet knows when to seek higher advice when needed. I was always informed and kept current when out of the office. Susan was entrusted to manage daily operations of six divisions, Accounting, Information Technology, Program Services, Human Services, Community Support, Nutrition, and Disability Services.

Susan also overhauled an out of date policy manual for the agency as well as an operating procedures manual for our statewide partners to follow to achieve an increased level of accountability, client selection, and compliance with our Federal funding agencies. This became the blueprint for service delivery to seniors in the state.

Susan created new partnerships around the state when she recognized our agency was not able to serve seniors with varying needs. Some of the partnerships include USC, MUSC, Clemson, Shandon Baptist Church, other faith based organizations, Palmetto Health, Medical Services of America, and many others.

I could write many additional pages noting Susan's additional achievements and examples of leadership. I hope she will be given the opportunity to demonstrate her passion, leadership skills, and desire to excel at any challenge presented to her.

I would welcome the opportunity to share more examples of Susan's achievements over the last 20 years if contacted. Any agency would benefit greatly by offering Susan a position with their organization.

Again, I available to share more if contacted.

Sincerely,

Tony Kester  
Director  
Lieutenant Governors Office on Sging

Sent from my iPad