



Manuel Mendez
200 East Washington Street
Suite 2109
Indianapolis, Indiana
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To whom it may Concern

Dear Human Resource Manager:

I am writing this letter to give you my letter of recommendation for Andrew (Andy) Stephens. Over the last 3 years I have had the pleasure to train and work with Andy on many projects impacting the Consolidated City of Indianapolis and Marion County. In very project or engagement Andy has been a resource and leader that I can always depend on to deliver.

Andy is the City's first internal Six Sigma Black Belt. In order for Andy to achieve this certification he had to successfully complete two black belt projects, mentor 2 successful green belt projects, teach lean six sigma training sessions and pass the final Black Belt test. Through his hard work and dedication to the City and his Department he has delivered on all requirements. Andy has become a true change agent always challenging old process and is increasing the value of services to our citizens.

In all of my interactions with Andy I have found him to be of outstanding character and integrity. Andy has a can do attitude that is contagious. He is able to lead projects to successful completion. His analytical thinking helps him navigate to the correct resolution.

If you would like additional information about Andy, you can telephone me at (317) 327-4124.

Sincerely,

Manuel Mendez, SSBB
Director
Office of Audit and Performance

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