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To Whom it May Concern,

It is my pleasure to write this letter of reference for Jennifer Lee. Ms. Lee was a student in my course *ADMN405 - Capstone II: Application and Integration of Contemporary Business Topics*. This course is a virtual co-operative that utilizes Artificial Intelligence (AI) to simulate real-world scenarios in the workplace. Ms. Lee progressed through a series of projects that challenged her “soft” skills (people skills) in decision-making, strategic leadership, ethics, online etiquette, and communication.

In the first month of the course (January 2022), Ms. Lee worked with a team of classmates to participate in a business case. Here, they focused on implementing a strategy in a financial services project to research candidates and acquire a fintech company. This portion concluded with the collaborative work of a team-written report and online oral presentation.

ADMN405 introduces influential management frameworks, including Michael Porter’s Creating Shared Value and Oxford University’s Strategic Planning Approach. In her independent studies, Ms. Lee fully participated in online discussions, bringing a high level of insight regarding her experiences and knowledge of technical and innovative strategies. She also successfully applied her understanding of how to work with and integrate Indigenous employees’ culture into the structure of a global bank. Her efforts in all areas of the course resulted in the class’ highest grade.

Ms. Lee has continued with our ADMN405 offering in a volunteer capacity, contributing as a student panel judge for subsequent sessions of student cohorts. I have enjoyed interacting with Ms. Lee and found her personality to be friendly, highly professional, productive and inclusive. Overall, based on what I have observed with Ms. Lee’s academic performance, preparation, and communication skills, I would be glad to support and recommend Ms. Jennifer Lee for a scholarship or for higher-level projects that require research, accountability, diplomacy, and strategic foresight.

Should you have further questions regarding the above, please don’t hesitate to contact me.

Richard Dixon,  
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