

ROMEOVILLE HIGH SCHOOL HOME OF THE SPARTANS

100 N. Independence Blvd. Romeoville, IL 60446

Telephone: (815) 886-1800

Fax: (815) 886-3426



May 23, 2012

To Whom this May Concern:

I supervised Kimberly Martini during her internship at Romeoville High School. It was a privilege to observe her professional growth and development as she refined her skills as a Guidance Counselor. Ms. Martini began as an intern and finished as a valued colleague in the eyes of her peers. Many interns have worked in the Guidance Department over the years, and Ms. Martini was unequivocally regarded as one of the best.

Ms. Martini was very quick learner. Within a short amount of time, she mastered many of the tasks all counselors need to perform. She became adept at developing and rearranging schedules, balancing classes, interpreting the transcripts of transfer students and providing academic advisement during registration. Additionally, Ms. Martini excelled in her relationships with students, parents, and staff. Her background and maturity definitely enhanced her strength as a student advocate. She always kept a cheerful and optimistic attitude and maintained a professional demeanor. In Department meetings, she demonstrated the ability to listen, ask appropriate questions and promote teamwork and collective consensus. Ms. Martini was always well prepared to answer questions and propose solutions with insight and clarity during conferences with parents and students.

Ms. Martini was a hard worker and she went above and beyond the expectations held for an intern. She participated in many professional development activities, organized presentations for students and parents, and implemented an at risk student check-in and check-out program. She also co-facilitated a weekly student mentor group for our freshman advisory program. Perhaps her highest accolade was reflected by the number of students who specifically requested her help and assistance.

Please contact me if additional information is needed. Ms. Martini is a bright, dedicated, and enthusiastic counselor. Any school district would be fortunate to add Kim Martini to their staff.

Sincerely,

Katie Schley
Romeoville High School Guidance Counselor
815-407-5008
schleykm@vvsd.org