



9 November 2007

To whom it may concern

I am writing to support Brendan O'keefe in his application to your organization.

Brendan has worked with *Slingshot Community Enterprise and Employment Centre (SCEEC)* Melbourne Citymission on a contract basis since its opening in March 2005, and has been one of the key personnel in the development and ongoing success of the Centre.

Brendan has excellent skills across a broad range of sectors: from youth work to information and web based technologies; enterprise development to writing and motivational speaking.

He is creative, able to see the big picture, and purposeful, with excellent project management skills and a keen desire to use his abilities to assist others and also learn from the exchange.

I have found him exceptionally dependable, honest, and intelligent. He is able to communicate effectively issues and problems that may arise and impede progress. He is also resourceful, passionate, hard working, motivated, with good personal management skills to ensure a successful work-life balance. Brendan is a highly valued member of our team and has been a support to many projects across Melbourne Citymission for many years.

I can highly recommend him for any position he has identified within your organisation, as he possesses leadership qualities as well as compassion and humility. He also enjoys what he does.

To structure some of my comments I have listed over-page some of the many skills Brendan has employed at SCEEC.

I wish him well with his endeavours and SCEEC will miss his valued contributions.

Yours Sincerely

Ann Howie
Manager SCEEC
61 03 84862130

PS I am on leave until January 2008. If required please direct enquiries to Sharon Fisher, Manager EETU Services, Melbourne Citymission (61 03 86254464)

Brendan's Engagement	Description of Interactions
Case Management Support	Brendan undertook individual needs assessment, followed by ongoing personal support to young people with diverse needs who wished to start up their own business or investigate the opportunity. This role required excellent interpersonal skills and knowledge of the youth sector.
Accredited Training in Small Business	Training in the Certificate IV in Small Business Management (provided by Victoria University) were supported by Brendan with one-to-one product and business plan development, and his knowledge gained through this accreditation process.
Mentoring	Prior to employment at the Centre, Brendan worked as a mentor to support a young person with the development of their idea. He undertook training and worked with other mentors recruited from a diverse range of industry backgrounds in group and individual settings
Guest Speakers	Brendan delivered a series of goal setting workshops and worked alongside of guest speakers drawn from the Young Entrepreneurs Organisation
Young Persons Network	Formal and informal networking forums and opportunities for past and present participants were supported through Brendan's role and his use of SMS text messaging, electronic newsletters and email distribution lists which greatly assisted in communication and documentation
Review Panel	Brendan also has experience in providing formal feedback to young people, as a reviewer on business panels convened at the end of training to assess young peoples development and offer strategic
Access to Resources, software training and business advice	Brendan was instrumental in ensuring that technology at the centre fulfilled young people's requirements and his strong knowledge of networks, www and other programs greatly assisted the organization as well as individuals. He maintaining our www and developed pur internet : he is up-to date and self-resourced through his investigation of www links, sites, and platforms to further delivery of technology, ideas and knowledge into the Centre.
Expos and Events	Brendan staged a technology forum at the SCEEC in 2007 that brought together Government funded youth programs from across Victoria He has also been involved in developing several <i>Expos</i> staged for Enterprise Energise Festivals the Department Industry Innovation and Regional Development.