



The University of Oklahoma

February 18, 2008

To Whom It May Concern:

It is with great privilege that I write to you in recommendation of Susan Houck. She has typed many of my journal articles which ultimately were published in the *American Institute of Chemical Engineers Journal (AIChE J.)* and the *Society of Petroleum Engineers conference proceedings (SPE)* during her employment with the University of Oklahoma. These articles contained complicated mathematical equations and were formatted to the specification of the publication. In addition, beginning in 1997 she typed my book, *Reservoir Formation Damage – Fundamentals, Modeling, Assessment, and Mitigation*, which was published by Elsevier in 2000. This book totaled 740 pages containing many mathematical equations and tables, and was formatted following specific guidelines provided by the publishing company.

She began typing book manuscripts in 1989 with Information Processing Center (now known as Document Production Services) at the University of Oklahoma. She became widely known around campus as the one to come to for typing of the publications such as mine, as well as newsletters and others. As she was in constant demand from faculty and staff, she never once was not able to assist me in typing my many projects. Deadlines were a must to meet in many cases, which she did very effectively. She has done excellent quality typing of these materials in a timely and professional manner according to the different manuscript preparation guidelines set by various publishers.

Technical typing, to include many complicated mathematical equations, was an extremely challenging task which she accepted with grace. Susan was able to handle the typing of these manuscripts effectively and meet even the most demanding challenges. Susan began the typing of my publications in 1994 and continued until 2000 when, much to my dismay, she chose to leave her position to pursue employment elsewhere.

Ms. Houck's on the job performance has been nothing less than stellar. Overall, Susan has excellent analytical and communication skills. She has accurately and successfully implemented the required layout of the various manuscripts and deadlines that needed to be met. She was very articulate in conversations and extremely detail-oriented on the typing of these manuscripts. She always proofread revisions before returning them to me for review.

Susan is unquestionably an exceptional candidate for her pursuit of freelance desktop publishing and copy editing. She has proven herself to have the perseverance and initiative, and the intellectual creativity necessary to complete any assignment. I therefore highly recommend Susan Houck. If her performance on typing my publications is a good indication of how she would perform in the world of freelance work, she would be an extremely positive asset to you.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Sincerely,

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