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Dear Hiring Committee,

I am writing to enthusiastically recommend Leilani Vega for any position she may be pursuing within your organization. With over a decade of experience in administrative services and event planning, I can confidently say it is rare to encounter a student who demonstrates the level of professionalism, work ethic, and composure that Leilani brings to every environment. She is not only highly efficient, driven, and adaptable, but also thoughtful and steady in a way that positively impacts everyone around her.

During her time in our office, Leilani consistently proved herself to be dependable and self-motivated. I frequently entrusted her with important responsibilities, particularly when I was working remotely, knowing she would approach each task with care, precision, and accountability. She managed a wide range of administrative duties, including preparing and organizing documents, maintaining office systems, and ensuring shared spaces remained functional and welcoming. Beyond simply completing tasks, she took initiative to improve processes and communicated progress clearly and proactively.

Leilani also worked closely with faculty, students, and guests, often serving as a key point of contact. She contributed to projects such as installing fashion displays in our Michigan Avenue windows and supporting daily office operations. In each interaction, she carried herself with professionalism and respect, while also bringing a calm, approachable presence that made others feel comfortable and supported.

One of her most notable accomplishments was stepping into the role of Student Manager for our free on-campus thrift store, The Rack. In this position, she independently oversaw all aspects of the store's operations, including processing donations, organizing inventory, visually merchandising the space, and coordinating events and store hours. Her ability to balance logistical responsibilities with creativity resulted in a well-run, inviting space that better served the student community. Under her leadership, The Rack experienced a clear increase in engagement and overall success.

What truly sets Leilani apart is the distinction between her strengths as an employee and as an individual. As an employee, she is reliable, detail-oriented, and consistently exceeds expectations. As an individual, she is grounded, kind, and emotionally intelligent. All are qualities that elevate team dynamics and foster a positive work environment. This combination makes her not only a strong contributor, but also someone others genuinely enjoy working with.

Leilani's proven contributions as an administrative assistant, combined with her initiative, adaptability, and strong interpersonal skills, make her an excellent fit for a wide range of professional roles. I am confident she will continue to bring value, dedication, and integrity to any position she takes on.

Any organization would be fortunate to have Leilani on their team. It is a privilege to recommend her so highly. Please feel free to reach out if you have any additional questions.

All my best,  
Noelle Bushman

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