



September 14, 2023

It gives me great pleasure to recommend Angikita Sims for the role of virtual executive administrative assistant. She has done and continues to perform an excellent job for Unity Transport. On any given day, our transportation company runs over 65 trucks for Amazon as well as hundreds of local routes. Given the amount of logistics required to keep all of the vehicles running, managing the clerical side of things can be extremely overwhelming.

Ms. Sims has been my executive administrative assistant for the past three years. She has proven to be a crucial component of our success. Ms. Sims, a very competent multitasker, expertly manages a massive workload. She was vital in changing our onboarding documents to a digital platform, making face-to-face sessions to complete paperwork obsolete, this alone made her priceless to my company. She is excellent at staying on top of all correspondence, works well with little to no supervision, and responds quickly.

The title of executive assistant does not properly describe all of Ms. Sims's responsibilities. She has been my right hand so much so that I even pay her a bonus when I pay my drivers because she is just as valuable to my company as they are. TRUST me she is worth her weight in gold!

Heather Anderson

Co-Owner / Operations Manager