

April 1, 2011

RE: Melissa Kemp, President

Premium Administration, LLC and Premium Organization

To Whom it May Concern:

I have had the pleasure of knowing Melissa Kemp for a couple of years and during that time, I have known her in many capacities. She was a key participant in a small study group we formed to prepare for a professional accreditation exam, she was my employer and mentor and she is my friend.

During the time I working for Melissa as her assistant, she was the Executive Director of the USGBC Arizona Chapter, focused on increasing volunteerism and raising money for branch and chapter level activities. Melissa was unrelenting in her mission to advance this non-profit organization and never wavered in her enthusiasm to educate and encourage members to participate in their chapter. Melissa helped to educated the business professionals who were elected into leadership roles understand how to run a non-profit at branch and chapter levels, including fundraising, governance and board development and strategic planning. She was extremely knowledgeable and had a coaching style that worked well with many types of people.

Melissa is organized, thoughtful, extremely honest and ethical. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in.

Additionally, Melissa was a great mentor to me, as a young professional needing guidance and experience. It was a pleasure working with her and her staff.

Thank you,

Jill DeMasi

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