
From: Eileen Alexanderson [REDACTED]
Sent: Thursday, April 2, 2015 10:05 PM
To: jeffrey E.
Cc: Brad Wechsler
Subject: Erin O'Donnell- history

Limor Hakin, trusted former part time administrative=assistant in the home office at 760 Park with Peggy Chandler, joined us on=a temp/part time basis to answer phones, scan documents, etc in Apri= 2014. She was with us until June 17th when she decided to move to California. With Limor leavin=, there was a strong desire to continue to make progress storing historica= information electronically on the Office drive. Through my own personal n=etwork I became aware Erin was looking for a summer job. She is a college student at Fordham and comes from a honest,=hardworking family I know in the town I live in. We hired Erin as a summer=temp, making clear that the job description was a scanning project, no mor=. The accounting group was very happy with her work ethic and so we allowed her to continue working on a p=rt time basis. She worked two days a week during her fall 2014 semester an= one day a week in the current Spring 2015 semester, typically 7 hours/day= Erin is graduating in mid May so she was only planning on working with us through April. For the record,=Erin did sign the same confidentiality agreement everyone here signs. I ha=e absolute confidence that Erin is trustworthy. A bit earlier I spoke to B=ad, alerted him to your inquiry, he conferred with Rich about what Erin has been scanning since Rich has be=n directing her. Brad has asked me to advise Erin that her assignment is f=nished. He and Rich will review what remains to be done, define the projec=, and will then source support appropriately via a paralegal or accountemp.

Eileen Alexander=on

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