
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 April 2014. She was with us until June 17th when she decided to move to California. With Limor leaving, there was a strong desire to continue to make progress storing historical information electronically on the Office drive. Through my own personal network 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 more. The accounting group was very happy with her work ethic and so we allowed her to continue working on a part time basis. She worked two days a week during her fall 2014 semester and 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 have absolute confidence that Erin is trustworthy. A bit earlier I spoke to Brad, alerted him to your inquiry, he conferred with Rich about what Erin has been scanning since Rich has been directing her. Brad has asked me to advise Erin that her assignment is finished. He and Rich will review what remains to be done, define the project, and will then source support appropriately via a paralegal or account temp.

Eileen Alexander=on

Elysium Management<=:p>

445 Park Avenue

Suite 1401

New York NY 10022

Phone [REDACTED]

Email: [REDACTED]