

Date: April 22, 2026

Subject: Letter of Recommendation for Mark Olvera

To Whom It May Concern,

It is with great confidence that I provide this recommendation for Mark Olvera. Mark recently managed a significant building project for us, and his performance throughout the process was exemplary. In a challenging construction climate, Mark proved to be an invaluable partner who prioritized our needs, our budget, and the integrity of the work.

Team Approach and Communication

Mark acted as a seamless bridge between us and the various teams on-site. He ensured we were fully informed and involved in every phase of the project, fostering a transparent environment. We felt like true collaborators; whether our concerns were big or small, Mark was quick to provide answers and look for creative solutions.

Budget Planning and Extraordinary Cost Management

Mark's fiscal management was perhaps the most impressive aspect of his work. He kept us consistently updated on the budget's status, but he went far beyond simple reporting:

- **Managed Budget vs. Final Cost:** Despite the "tricky" post-COVID economic landscape, Mark managed to bring our project in significantly **under budget**. Remarkably, he achieved this while completing more work than was actually outlined in the original plans.
- **Proactive Cost Savings:** Mark demonstrated a rare willingness to prioritize our savings over his own convenience. He achieved significant savings by creatively reusing high-quality facility materials rather than defaulting to new purchases, even though this often required more labor and planning on his part.

Site Management and Trade Oversight

Managing a project on an **occupied campus** requires a high level of logistical care. Mark organized the workflow so that the impact on our daily operations was minimized. He was particularly diligent about site hygiene, ensuring that dust and debris were strictly isolated to the work zone.

His oversight of **trade contractor performance** was equally rigorous. Mark was a consistent presence on-site, personally supervising the various trades. On the rare occasion that work was not completed correctly or a part was faulty, he worked tirelessly to ensure the issues were addressed and fully rectified without delay.

Conclusion

Mark is a builder who combines technical skill with high integrity and creative problem-solving. He doesn't just build structures; he manages resources and relationships with the utmost professionalism. We were extremely happy with the final result of our project and would welcome the opportunity to work with him again.

If you have any further questions regarding Mark's work or our experience, please feel free to reach out.

Sincerely,

A handwritten signature in black ink that reads "James Carter". The signature is written in a cursive, flowing style.

Pastor James Carter
Milestone Baptist Church