



ACE Academy

2055 Limestone Rd, STE 200-C
Wilmington, Delaware 19808
United States

Date: August 15, 2025

Letter of Recommendation

To Whom It May Concern,

I'm pleased to recommend **Rochelle Bianca Olorvida**, who served as an Executive Assistant at **First Step / ACE Academy** from **April 2022 to October 2024**. Our company helps USMLE students prepare for their Step 1 and Step 2 exams, and Bianca was a key contributor to our team.

She managed a broad range of responsibilities, including administrative support, data entry, file organization, document and playbook preparation, light bookkeeping, project coordination, social media management, and performance tracking. She communicates professionally and consistently demonstrates strong organization, accuracy, and attention to detail.

She is proactive, dependable, and thrives in fast-paced, mission-driven environments. Any team would benefit from her support.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Lalah', is positioned above the printed name.

Dr. Melissa Lalah
CEO, ACE Academy