



February 2014

To Whom It May Concern,

Please accept this letter of recommendation for Bert Ongkeo who has been a Project Coordinator in our department since 2011.

As Project Coordinator, Bert's primary responsibility has been to ensure seamless coordination of a course that occurs twice a year for one week at a time. This project demands the coordination of many workshops, lectures and simulations with faculty from different departments. Bert handles the logistics with his faculty leads directing the overall process. Bert has successfully coordinated 8 of these courses. He also ensures that the students are greeted with an organized schedule and does a great job making sure the students enjoy this experience.

This course is constantly being updated and Bert is able to adjust quickly to the changes, and he does so with a calm demeanor and a great team attitude. He maintains excellent relationships with his colleagues to make things work.

Bert's teamwork shines when others have projects and they need someone to help. He volunteers his time and adds a creative dimension to the project. He successfully assisted with our Annual Barbeque and our Annual Education retreat.

The most impressive time that Bert was there for his team and our students was during Hurricane Sandy. Without Bert, we would have had great difficulty ensuring our students getting to their training sites. He coordinated the transportation of 160 students during a time of crisis and was available at all hours to troubleshoot issues that arose.

Bert is exceptional at creating a great team environment. He relates well to all on the team. He can be counted on to deliver when tasked with non-routine project work. He is organized and detailed. Most of all, he genuinely wants to give his best effort to the job -- he has a great attitude.

Best regards,

Kristi-Jo Tutela-Dane, JD
Administrative Director
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