

February 27, 2014

To Whom It May Concern:

It is my great pleasure to recommend Mr. Bert Ongkeo for a coordinator position at NYU. Bert has worked for me as a Clerkship Coordinator in the Department of Surgery from November 2004 to 2011. Bert can be simply described as an intelligent, efficient and a hard working individual. He possesses strong time management, project management, interpersonal and communication skills needed to succeed in an academic office.

Bert grasped the intricacies of working with medical students, faculty, residents, ancillary staff and administrative staff on a regular basis at NYU. Bert also effectively managed the audio-visual requirements for the lecture commitments in the Department. He created residency brochures, booklets, announcement cards and assisted with annual Department magazine using graphic designing.

Bert's strength lies in his professionalism and is immediately visible when he worked with students and physicians in the Department of Surgery. One of his strong points is the ability to take on multiple tasks simultaneously and produce high quality results despite deadline pressure. He has a warm and calming effect on everyone he worked with. Bert is the link between the student and the surgeon where he solved the problems for the two parties with extreme ease. Bert has had difficult interactions with students at times and he has dealt with those situations with patience and perseverance.

Bert identifies areas of concerns in his projects and troubleshoots problems effectively on daily basis. He is always ready to take on new challenges and looking for growth opportunities. He enjoys working on projects related to animation videos and simulation.

I highly recommend Bert for the next position that will allow him to continue to grow.

Sincerely,



H. Leon Pachter, MD
The George David Stewart Professor and Chair