



P.O. Box 20500
El Paso, Texas 79998
915-594-2000

December 12, 2018

To whom it may Concern:

It is with great pleasure to recommend Mr. Dilan R. Ramirez for employment with your organization. Dilan Ramirez worked with us at The El Paso Community College Media Services. Where we provide technical support to our administration, faculty, staff, and community at large. His job was to update our tech room computers, replace burned out lamps to our technology classrooms as well as our multi-media carts and any other kind of maintenance, problems that would arise. Dilan would also deliver audio-visual equipment to classrooms, conference rooms café, etc. He has good clerical skills, very often people also contact the Media Services by phone, and he has demonstrated good phone skills.

I have been consistently impressed with Dilan work ethic, attitude, and productivity during his time that he worked at the media services at Rio Grande Campus. Mr. Ramirez is both very bright and quite motivated when it comes to technology in the workplace, classroom, etc. Dilan is also bilingual. I am confident that he will be a strong asset to your organization and will devote himself to the position with a high degree. He is a quick learner and has shown me the ability to digest a large volume of information when training him and meeting deadlines that I have put on him. Mr. Ramirez has also been effective in his efforts to engage the media to co-workers as well as students that reach out to him for his assistants.

I recommend Mr. Dilan Ramirez without reservation for any work, especially a technology job. I am confident that he will establish productive and positive relationships with your staff and team. Please let me know if you should need any additional information about this young man.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Luis F. Cortinas', followed by a long horizontal line.

Luis F. Cortinas
Media Services Coordinator
EL PASO COMMUNITY COLLEGE
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