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| District Attorney of the County of New York  Interoffice Memorandum |

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| **To:** | Alison Rives, Language Services Unit Director |
| From: | Robert Esposito, Rugers University Student |
| CC: | Ana Solis, Senior Spanish Interpreter |
| Date: | Friday, February 16th, 2024 |
| Re: | Week 1 Log (Feb. 12th – 16th) |
| Tuesday, 2/14 | 9:30am – 11:00am – IT training  11:00am – 1:00pm – Review introductory material to DA  2:00pm – 4:30pm – Continue to review introductory material to DA |
| Thursday, 2/16 | 9:00am – 10:00am – Human Resources, timekeeping training  10:00am – 1:00pm – Introduction material  2:00pm – 4:30pm – Orientation, viewed ADA Keith Savino’s videos from Gerry Garced |