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May 24th, 2019

To whom it may concern,

I am pleased to write this letter of recommendation for Kayla Muraoka. Kayla worked for Optia Partners for 3 months during the summer of 2018, on an internship collaboration program between her university, Santa Clara University, and our company. Her role encompassed mainly research work, supporting two senior executive search consultants with search assignments for both Human Resource positions and Automotive multinational firms and operating in the Japanese market.

Kayla's tasks were mainly focused on research, analysis and database management which included, research of client and target companies, sourcing and management of candidate information and production of sales analysis reports.

Kayla was also directly responsible for sourcing a candidate that we were able to successfully introduce which generated a 27-thousand-dollar sale.

During her tenure with Optia Partners, Kayla displayed many valuable qualities. Amongst her strengths were excellent research capabilities including an advanced knowledge of IT tools, good organizational skills and the ability to think and anticipate her manager's needs. We were also impressed by Kayla's professionalism at the office and her willingness to learn and take on new challenges.

Kayla was enthusiastic and communicative with the Optia team and we all very much enjoyed having her work with us. I have no hesitation in recommending Kayla for any position in the future in a professional environment. I feel confident she would be an asset to any organization.

Sincerely,

Stephen Legg
Senior Partner and Consultant



Steve Martin
Partner





OPTIA INTERNSHIP AWARD

This certificate is awarded to

KAYLA MURAOKA

for

*Kayla Muraoka made the most sales pitch phone calls
and phone appointment calls and of all the 2018 Interns*

Presented 20 August 2018

Optia
Partners