

koce-tv is now



15 March 2013

To Whom It May Concern,

This letter is to confirm that Kristopher Kato completed an internship with PBS So Cal / KOCE-TV during the Summer semester of 2012, and to recommend Kristopher as a potential employee for your company.

PBS SoCal is the full-service PBS station for the Los Angeles Market, delivering PBS programs as they air nationally, as well as creating compelling local content. Kristopher spent 150 hours with the Corporate Sponsorship department and helped with a multitude of tasks. During his supervised practical work experience he learned a great deal about working at a non-profit Public Television Station in the second largest TV market in the country.

Through his attendance at interdepartmental, underwriting, and communications team meetings, he was able to learn organizational communication skills and an understanding of group collaborations. His internship responsibilities also included skillfully learning several software systems, such as Scarborough, where he was able to analyze qualitative data which he then used to create reports for management and sales one sheets. Throughout his term he also had the opportunity to review sponsorship announcements for FCC compliance and to create one sheets about upcoming programs on PBS So Cal for use by the underwriting sales team.

Kristopher maintained his professionalism and carried himself in an appropriate manner during his entire internship. He completed every assignment in a timely fashion with a remarkable attention to detail. He was a fast learner with an excellent work ethic, and he always worked well with others.

We wish Kristopher Kato the best and hope he is considered for any career opportunities. He would be an asset to any company.

Please let me know if you need any further information. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Ron Vacchina".

Ron Vacchina

Vice President / Corporate Sponsorship Sales

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