



University at Buffalo
The State University of New York

Educational Technology Center
University Libraries

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To whom it may concern:

Penny Seow has worked for the Instructional Support division of the Education & Informatics Systems Team at the State University of New York at Buffalo during the Spring 2003 semester. Because of her top-quality work habits, Penny has been requested to resume employment in the Fall 2003 semester. Penny's main responsibility was to assist with the design and development of an ePortfolio project that will serve as a possible prototype for UB students to easily create an electronic portfolio that they can deliver via the Internet or CD-Rom.

Penny is a quite but also a very sociable individual. She always asks the proper questions in order to get a clear understanding of the tasks assigned to her. She is very adept at taking on a task and going forward with little direction. Penny has a great motivation to learn. Many projects within our department are accomplished in a multidisciplinary team environment, and Penny works very well in this situation.

Penny's attitude and perseverance is what enables her to achieve the requests that are made to her. The School of Design would benefit greatly by admitting Penny Seow into their Masters program. Please feel free to contact me if further comments or assistance is required.

Sincerely,
Roberta (Robin) Sullivan

