



Department of Art  
California State University San Bernardino  
5500 University Parkway, VA 201  
San Bernardino, CA 92407  
(909) 537-5810  
<http://visualarts.csusb.edu/vrc/>

To Whom It May Concern:

Please allow this letter to serve as a recommendation for Victor Suarez. He worked under my supervision for a year at the Visual Resources Center at California State University San Bernardino. His main responsibilities were to assist me with digitizing and cataloging our in-house slide collections and to promote the center with various designing projects.

Victor is very knowledgeable with graphic software and aware of how best to apply them into practice, which not only helped us reproduce high-quality digital images but also develop effective work flows. His research for the image cataloging was always thorough yet done in a very timely manner.

Victor and I always discussed how we could increase the patron use and our visibility, and he soon embarked on the design project to promote the center. He designed the center logo, fliers, posters, and a suggestion box for the patrons. Without his insight and creativity, the center would not be able to successfully draw more than twice as many patrons visiting our center today.

Victor is punctual, well organized, articulate, a self-starter and highly motivated. His interactions with the patrons, both faculty and students, of the Visual Resources Center were always courteous and helpful, and he always exceeded my expectations in any tasks assigned to him. In short, I wish to convey the highest recommendation for Victor as I know he will succeed admirably in any endeavor.

Sincerely,

Suharu Ogawa  
Visual Resource Specialist