



January 15, 1996

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To whom it may concern:

This is to confirm that Mei-Yin Teo worked at the Metropolitan Toronto Convention and Visitors Association for a total of three years as a co-op student, a contract employee and a full-time Communications Co-ordinator.

During my time with Mei, I saw her grow into a confident communications professional. She has good writing skills, is able to juggle multiple projects at once, and is outstanding at meeting deadlines.

Mei has also developed considerable expertise at staging special events, such as press conferences and promotions.

Mei also revamped our media list, handled media inquiries on a regular basis, and co-ordinated the production and design of a regular newsletter.

I would, without hesitation, recommend Mei in any communications environment. If you would like to further discuss Mei and her performance, please don't hesitate to contact me at the number below.

Sincerely

John Hamilton
Communications Manager
203-3803

JH/dm