

August 28, 2019

Dear Hiring Manager,

I am pleased to provide a reference for Joe Sorrentino. It was a pleasure supervising Joe at Charter TV3, in Worcester MA, during my last 2 years working with the company, from 2015-2017.

Since the beginning of our collaboration, I've known Joe as an energetic and goal-oriented person. Some of his main attributes are his persistence, diligence and meticulous attention to detail with his editing projects. Joe never settles with a first draft; he always tweaks and improves his creations, to ensure CharterTV3 customers are 101% satisfied. Joe grasps new concepts quickly and accepts constructive criticism and instruction concerning his work. He improves each project he begins, whether he is being asked to make changes by me, or a client, or because he felt it was necessary on his own.

Part of why Joe excels as a video editor, is also due to his passion and creativity to create graphics for TV shows and advertisements he produces. His ability to turn still images into animated show opens and lower 3rd's, continues to impress CharterTV3 customers, with each new show production. One of our customers told me how impressed he was with Joe's initiative to incorporate images, which visually enhanced discussion topics during a CharterTV3 talk show.

Joe has also proven to be one of the most organized employees I've ever seen, as he keeps project files on his desktop computer well maintained in folders, to ensure easy accessibility. This has been especially helpful during instances when unexpected customer needs came up and Joe was able to quickly provide a solution. During yearly edit bay computer inspections, our IT department lead, has repeatedly said Joe has the most well maintained computer in our department.

Joe's wide range of knowledge of file formatting has also been crucial to CharterTV3, due to all the different types of computer servers, cross channel and social media areas where files need to be distributed to. Joe has always been quick to identify the best compatible file formatting option to ensure smooth playback of ads and programs, while also meeting uninterrupted project deadlines.

Joe's extraordinary ability to analyze problems and outline necessary courses of action has been invaluable. In addition to his sensational work as a video editor, Joe also re-designed and launched a new CharterTV3 website in 2016, which replaced the previous 8 year old and costly site. Joe took charge, researched options and identified a solution, which was more esthetically pleasing, easier to maintain and resulted in approximately \$10,785 in annual savings. Joe also created a series of tutorial videos so updates to the new website could be completed by all production team members. Joe shows outstanding leadership abilities, he is self-motivated and willing to go above and beyond what is required of him.

Additionally, Joe has been trusted to drive the company van back and forth to all our Charter TV3 televised sports games. He has always been punctual, cheerful and dependable. He sets up video cameras and our live audio board efficiently and effectively. He always behaves in a professional manner and is well liked by everyone he comes in contact with. Joe Sorrentino has my strong recommendation for your company. If I can further assist, please email, or call me.

Sincerely,



**Tim Young**  
Former Production Manager  
Charter TV3, Worcester, MA.

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