



International Network Services
1213 Innsbruck Drive
Sunnyvale, CA 94089

15 December 1999

To Whom It May Concern:

It is my pleasure to write on behalf of *Ms. Victoria Sublette*, who worked from February, 1998 through June, 1999 in my department at International Network Services, (INS – now a division of Lucent Technologies).

As Communications Designer, Ms. Sublette developed layouts for worldwide projects through the Internal Communications Department. Ms. Sublette's work addressed the needs of a dynamic Human Resources Department that included Recruiting, Benefits, Organizational Effectiveness, and Development. All of these groups relied on Ms. Sublette's abilities to conceptualize and execute their communication requirements: brochures, presentations, video themes, and web-based push technology. Additionally, Ms. Sublette crafted highly technical presentations for the company's President, and Operations' Vice Presidents, usually with extremely short turnarounds. These projects highlighted her proficiency at interviewing presenters for desired content as well as stylistic execution.

Ms. Sublette worked closely with a multi-faceted Human Resources Department to produce a Career Development document. She ensured its completion by designing, desktop publishing and editing, while also significantly contributing to its subject matter. Ms. Sublette completed this major undertaking without external resources and under a very tight deadline. The project, which targeted an audience of experienced, senior technical consultants, was widely applauded for its content, style and clean presentation. As part of a special project, Ms. Sublette took the initiative to draft a company-wide communications plan, and worked diligently to realistically propose field-based communications to support a diverse and large geographic audience of technical personnel.

Throughout her tenure with INS, I was continually impressed with Ms. Sublette's commitment to furthering her technical skills. She became the Department's go-to person for highly technical problems or suggestions. I can strongly recommend Ms. Sublette's skills and initiative.

Sincerely,

Michael Bernard
Director, Internal Communications