

ED HOOKS

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To Whom It May Concern

Dear Sir or Madam:

It is my pleasure to recommend Jens Kafitz to you. He has been my personal representative and sole organizer for a series of professional acting workshops in Germany. His task has not been an easy one, with me being in San Francisco and him in Germany.

I have been extremely impressed with not only his command of English, but with his organizational, technical and managerial abilities. Jens has collected -- all via long distance, -- course syllabus, promotional materials and supporting documents, and then designed a web site, promotion flyers and posters for their display, in German. In addition, he represented my work on FMX'01 in Stuttgart with an extra booth and managed to get me in contact with many important production facilities. He has demonstrated easy competence with sophisticated management issues and displayed confidence with the Internet and several different packages of sophisticated software and computer languages. He has negotiated the rental of appropriate halls and audio/visual equipment, taken care of incoming queries for the workshops and handled all financial matters.

In short, Jens Kafitz is a thoroughly competent and skilled person, and I am delighted to be working with him. I would do it again in a heart beat. He would, I am certain, be a credit to your organization.

If I can provide you with any further information about Jens, please do not hesitate to contact me.

Cordially,

Ed Hooks