



April 25, 2014

To Whom it May Concern:

I highly recommend Kimberly Espinoza as a candidate for employment. Kimberly was employed by CORT as an Account Representative and later promoted to a Regional Higher Education Specialist.

In her latest role as a Regional Higher Education Specialist, Kimberly was instrumental in growing our Student Vertical. In her time with us, Kimberly successfully created regional marketing Plans and contributed to growing our presence through marketing collateral, social media and development of strategic initiatives. Kimberly also worked in conjunction with our Residential and Commercial Sales teams to develop individual marketing plans and assist with facilitating a wide variety of project specific solutions. In her time with us, Kimberly successfully lead our student vertical as a top performer surpassing over 50 other regions.

Kimberly would be a tremendous asset for your organization and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

Everett Bumbalough  
Terratory Sales Manager – Los Angeles Region

CORT, A Berkshire Hathaway Company  
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[Everett.Bumbalough@cort.com](mailto:Everett.Bumbalough@cort.com)

**Larry Shapiro**

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May 27, 2014

To whom it may concern:

RE: Kimberly Espinoza

It is with extreme pleasure I offer to you my enthusiastic recommendation and reference for Kimberly Espinoza.

During her tenure as CORT's Higher Education Marketing Specialist for the Los Angeles district, I truly enjoyed working with Kimberly. She consistently demonstrated a very high level of energy, diligence, expertise, trustworthiness and professionalism. In all of her work, Kimberly was timely as well as thorough and accurate.

In developing this new Higher Education market with CORT, the results of Kimberly's work provide the proof of her successful efforts. Very large and thriving programs were instituted with several colleges and universities, most notably at UCLA. Kimberly coordinated the local marketing efforts of the apartment community account representatives which resulted in many well-placed referral programs now providing CORT with consistent incremental business.

Please feel free to contact me at any time about Kimberly and her excellent work. I heartily recommend to you Kimberly Espinosa.

Larry Shapiro  
CORT Business Services  
National Sales Manager  
Higher Education Markets



*Every Student a Graduate Prepared for a Bright and Successful Future*

## Springfield Public Schools

June 5, 2009

### Communications and Facilities

525 Mill Street  
Springfield, OR 97477

T: 541-726-3353

F: 541-726-9555

[www.sps.lane.edu](http://www.sps.lane.edu)

To Whom It May Concern:

I am writing this recommendation on behalf of Kimberly Espinoza, a student intern for Springfield Public Schools. Kimberly has served as an intern for the Community Relations Department during the winter and spring terms of 2009. During this time she has held regular office hours of ten hours per week and participated in weekly department meetings. It is with great enthusiasm that I write this letter on her behalf.

Kimberly has been involved in a variety of projects, supporting the Communications Department in numerous capacities. In addition to supporting roles, she has also participated as the point person for a number of projects. During her time as an intern, Kimberly was able to successfully maintain a variety of tasks essential to any public relations professional. She effectively managed a number of responsibilities including event planning, writing press releases, newsletter articles, internal communications and other duties as needed to support the goals of the department.

Kimberly's internship allowed her to work with, and gain understanding of, internal communication and the importance of keeping internal stakeholders abreast of key district issues. Her assignments have included materials written on behalf of the Communication Department for distribution to key district staff in all-staff emails as well as articles she has written on her own for weekly publications. In addition to writing a variety of press releases for events, awards and other key issues, Kimberly has also participated in presenting the story to the news media.

Kimberly has been an asset to the Communications Department and has demonstrated the ability to take on increasingly complex tasks. She is eager to learn and open to feedback. It is with great enthusiasm that I recommend Kimberly to any organization in need of assistance in the area of communications and community relations.

Sincerely,

Jeff DeFranco  
Director of Communications and Facilities

# BALLET *Fantastique*

Academy and Chamber Company

[www.balletfantastique.org](http://www.balletfantastique.org)

60 E. 10<sup>th</sup> Ave., Eugene, OR 97401

(541) 342 - 4611

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*Artistic Director Donna Marisa Bontrager, Expert master teacher, Vaganova Method  
Board of Directors: Dianna Campbell-Bressler, Cynthia Hostetter, Christine Desermeaux,  
Caroline DeVorss, Robert Broten, Rebecca Aust*

Winter 2010

To whom it may concern,

Just as she has become an invaluable member of our team, I am confident that Kimberly will become an invaluable member of yours.

As a young and small organization, I tell each of the new interns who joins the Ballet Fantastique PR team that her work with us will make a real, lasting, and very tangible impact. Kim has taken full advantage of both this responsibility and this opportunity and has become, in all honesty, an absolutely essential contributing member of our team. She has also forged what I am sure will be a lasting, coherent, and strong donor relations and public relations presence and protocol for BFan. She has taken initiative to research what it is we need to do, how we need to go about it, and how we can use our resources most effectively to build new resources and connections. Kim is also extraordinarily gifted as a writer (both in general and for PR purposes specifically), which is one of the most essential skills of any PR personnel.

From writing beautiful and professional pieces (or mentoring others as they learn to write them), to actively building community relationships on behalf of Ballet Fantastique (both online and in person), Kim has worked on a whole host of levels—from the minute and mundane details to equally important conceptual groundwork—to produce a highly successful performance and post-performance gala fundraisers, in addition to a number of general promotional and development projects for our busy, ambitious nonprofit. She has been at the forefront of the PR and development teams for a number of important projects and proven herself again and again as both a leader and a team member who is able to work independently, give herself deadlines, and get projects done—and she does all of this without needing extensive support from me. She excels in the extensive leadership positions and independent projects I ask her to take responsibility for, but also works easily with her peers and fellow interns when the projects call for a group approach. Her creativity, dynamism, organization, ambition, dependability, excellent communication skills, and professionalism at every turn have been and continue to be essential to us.

I just can't say enough about what a joy it has been to work with Kim! Please let me know if you need any additional information.

All my best,

Hannah Bontrager  
Executive Director  
Ballet Fantastique



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and Facilities**

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To Whom It May Concern:

Kimberly Espinoza served as an intern in the Springfield Public Schools Communications department during the 2009 winter and spring terms. Kimberly worked closely with staff to fulfill all of the department's needs during this busy time, and she was a ready and willing participant. We felt very lucky to have an intern of her caliber.

Quickly realizing her potential to be of valuable help, we assigned her to manage the district's first Pow Wow. Kimberly worked closely with Communications staff and the Indian Education coordinator to create promotional materials, publicize and help organize the event. The event was a resounding success, thanks in large part to Kimberly's organizational skills, patience and media savvy. As part of her efforts, Kimberly wrote press releases, contacted the media, hung posters, took photographs and wrote newspaper articles before and after the event.

Kimberly was also assigned to help the coordinators of the district's Battle of the Books event. She helped with publicity and media coverage, writing press releases and newspaper stories, taking photos and interviewing students and staff. Again, her efforts were an important part of the event's overall success.

Kimberly pitched in with other needs as well, producing various press releases, helping with other district-level events, including as the grand opening of a new facility, and participating in department meetings to brainstorm event planning, branding and other communications issues.

Kimberly's writing and planning skill sets alone would have made her a valuable addition to our team, but the warmth, humor and energy she brought to the office made her invaluable. She took her assignments very seriously, following up even when she was out of the office. She was always willing to work around our schedule, showing up at odd hours to help at events and putting in far more than her required 10 hours per week. Her "can do" attitude, common sense, thoroughness, follow-through and attention to detail make her an excellent candidate for any position.

Sincerely,

Debra J. Jolda

Communications Dept.