



To whom it may concern,

My name is Chih-lan Chang, I am the social media manager at New York Embroidery Studio and the supervisor of Yancel Valladares during her internship at NYES. I'm writing this letter to confirm Yancel's intern position which starts from 11/29 and ends on 5/17 to help with the Spring Internship Course of NYC College of Technology.

The working schedule is as follows,

*Start date: 11/29*

*Last date: 5/17*

*Duration: 11/29 - 1/12 (9AM - 5:30PM) (Tues-Fri)*

*1/22 - 5/17 (9AM - 5:30PM) (Mon & Fri)*

*Total hours: 493 hours*

Duties include but not limited to,

*Responsible for front desk customer services, duties include but not limited to help with customers' orders and answering phone calls as client representative.*

*Help with studio routine works, including researching market insights for social media, generate quality content to drive engagement, conduct hands-on work for jobs, manage social media platforms and be responsible for organizing swatches library, etc.*

*Provide insights on innovative ideas for marketing campaigns and participate in the process of video creation.*

Feel free to contact [social@nyes.co](mailto:social@nyes.co) for more materials for anything Yancel needs for this course.