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SAFE FLIGHT
Instrument Corporation

6/7/24

Alex Rocca
5 Beach View Drive
Stamford, Ct. 06902

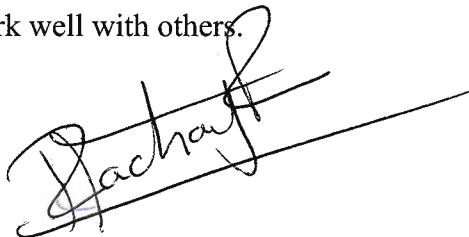
Alex

Thanks for your help in the Safe Flight internship program this summer. With your help and dedication to the Configuration Control Department, we have a better technique in using Excel spreadsheets for the logbook data transfer. Your input of files into The Autodesk Vault Storage and Data Base for "quick search and viewing" has also been a powerful help. Because of your computer skills, your time here at Safe Flight has been rewarding for all.

Your determination has been helpful and you work well with others.

Thanks very much.

CADD Administrator: *Santos Cachay*

A handwritten signature in black ink, appearing to read "Santos Cachay", is written over a horizontal line.

Intern Review Form

Intern Name: Alex Rocca
Supervisor: Santos Cachay

Review Date: 6/7/2024
Department: Configuration Control

Dates of Employment: 3/2024 – 6/2024
Job Description: Intern

Key accomplishments:

Alex has been a key person in the Document Release Process for Safe Flight Manufacture. This Process Includes: Scanning of Technical Drawings and Documents. Adjusting Scanned PDF files then file Input into Autodesk Vault Data Base. Creating Items in Vault Data Base for Quick Search and Document Viewing in the Web Client. Alex helped us with some technical drawing creation, updates, and revisions through the use of Autodesk AutoCAD and 3d Inventor Professional software. Alex has also helped in transferring our old hand log document books into Excel spreadsheets and made our Excel spreadsheets more efficient through the use of addons and teaching new techniques to the Configuration Control department. Alex created and revised documents with the use of Microsoft Word. Alex also trained and managed new interns to work to our standard processes as outlined above.

Strengths:

- 1) Dedicated to goal.
- 2) Able to work independently.
- 3) Management of project and personnel.
- 4) Very good computer skills.



CADD Administrator: *Santos Cachay*