



CITY OF WEST HOLLYWOOD

CITY HALL
8300 SANTA MONICA BLVD.
WEST HOLLYWOOD, CA
90069-6216
TEL: (323) 848-6450
FAX: (323) 848-6567

**DEPARTMENT OF
HUMAN SERVICES
AND RENT
STABILIZATION**

November 4, 2017

Inland Empire Capaciteria
<http://www.iecapaciteria.org>

I have worked with Sharon Collins since August 2015. My role during this time was Director of the Department of Human Services and Rent Stabilization for the City of West Hollywood, which provides public service and qualifies as a charitable tax deductible organization.

Ms. Collins was engaged as a consultant to provided significant writing support for the publication and implementation of the City of West Hollywood Aging in Place Strategic Plan. In addition, she helped develop and submit a number of award applications and foundation grant applications.

Ms. Collins is a skilled professional who brings her extensive experience in public and private nonprofit work to her consulting assignments. She has an understanding of organizational dynamics and how to reach objectives. Her capacity to meet tight deadlines and provide timely action has resulted in a number of successful program developments. She has strong communication skills, knows how to write different types of reports, and can target materials for a given audience. Ms. Collins has worked well with our graphic design teams in shaping marketing material content, and also, with the program coordinators for those programs.

I highly recommend Ms. Collins for consulting assignments.

Sincerely,

Elizabeth H. Savage
Director