



BALTIMORE REGIONAL TRANSIT COMMISSION

Letter of Recommendation for Jake Schutt

December 9, 2025

To whom it may concern,

I am pleased to recommend **Jake Schutt**, whose performance over the past two years under my supervision has demonstrated meaningful growth, strong initiative, and an increasing ability to manage complex, multi-stakeholder projects.

Jake played a central role in developing the **MTA Staffing Report**, a project that required extensive coordination with a large number of internal reviewers and subject-matter experts. This work involved navigating several complications, including data collection challenges and organizational decisions that required later revision. Despite these obstacles, Jake remained engaged in the process, contributing steadily as the document advanced through multiple iterations.

Beyond the Staffing Report, Jake has shown consistent initiative and follow-through across several key efforts. His work on **Transit Hub News**, his facilitation of the **LOTS workgroup**, and his development of new skills in **Adobe InDesign** reflect his ability to identify needs, take ownership, and expand his technical capabilities. His creation of a **Baltimore Transit Commission newsletter** from the ground up was particularly appreciated and has been very well received. Together, these efforts highlight Jake's capacity to add value beyond assigned tasks and to build effective collaborative relationships.

Jake has also begun building proficiency in the **Remix** software platform to further strengthen his contributions and support his long-term professional development. He is a motivated and capable team member who brings energy, initiative, and a strong willingness to learn from complex assignments. His continued progress suggests significant potential for roles requiring coordination, analytical thinking, and a commitment to continuous improvement.

Please feel free to contact me if additional clarification is needed regarding this recommendation.
Sincerely,

Don Halligan

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