

STEELCASE, INC.
901 44TH STREET SE
GRAND RAPIDS, MI 49508

JUNE 2025

To Whom It May Concern,

During the summer of 2024, Joshua Roy worked directly with me as a Global Materials Management intern at the Steelcase Grand Rapids Business Center. His responsibilities included creating training videos and quizzes for the Materials Management function throughout North America, distributing these trainings, and tracking their completion. He also assisted the team in creating Smartsheet spreadsheets for tracking material usage for our top customers. While Joshua was an intern, he met with many Steelcase leaders to learn more about the various functions that interact with Materials Management.

During his tenure, Joshua performed at the highest level. We gave him a rating of 5 out of 5 in our assessment at the end of the summer. This rating is extremely rare for a summer intern to achieve. It meant he was a fast learner who completed his assignments with minimal supervision. He also made meaningful contributions to educating our workforce and collaborated well with people at all organizational levels.

If we had had a position open, I would not have hesitated to add Joshua to our Steelcase team.

Regards,

BRENT GATES
CONSULTANT – MATERIALS MANAGEMENT
STEELCASE.COM

[Please message me for contact details](#)

Steelcase