

# Auckland Ad

Ltd.

05<sup>th</sup> December 2003,

To whom it may concern,

Claudia has been employed at Auckland Ad from 28<sup>th</sup> October- 05<sup>th</sup> December 2003, as a work experience student.

In her time with us Claudia has been a tremendous help & a valuable member of our team. She has helped with marketing, mailouts, database creation, organizing special events, office administration & liaising with clients.

The job role has included working with corporate VIP groups, language school students & a mix of tourist groups, on a diverse range of events, tours & adventures.

Claudia was always reliable, honest, punctual, friendly & mature. She was able to adapt to differing tasks well. She has excellent communication skills & a very good level of English.

Claudia has worked well with others on our team, & rose to every challenge that we set her, showing a quick ability to learn & think for herself.

I would recommend Claudia, to any future employer & wish her well in her future endeavours. She will particularly suit any position that involves dealing with people.

Please don't hesitate to contact me on the above mobile number, at anytime if you would like a verbal reference.

Yours Faithfully,

Ross P  
Auckland Ad

-Director.

Ltd.

