

Stephanie is well organised and resourceful and has handled organisational and writing assignments in a foreign country with courage and determination. She has made a valuable contribution to both our public relations consultancy and publishing activities.

She has at all times been very pleasant, open and polite to everyone she has met and she has a delightful personality that has made her well liked by all. She has been consistently cheerful and very interested in what New Zealand has to offer.

She shows a positive aptitude towards both public relations consultancy work and journalism and could successfully choose either as a career. We would be pleased to act as a referee in this regard.

It has been our pleasure to have Stephanie working with us and she will be greatly missed. We would welcome her back at any time and we wish her every success in the future.

## **Specific Assignments**

### ***September-October.***

1. Stephanie arrived at a time when the consultancy was deep in the throes of writing, designing and producing an Annual Report for the shareholders of a newly listed industrial company S Industries Ltd. This company is one of New Zealand's leading manufacturers of dairy industry consumable products, vacuum pumps and industrial rubberware for the international mining sector. Within 2 hours of arriving at HCL Stephanie was actively assisting on the annual report, starting with checking of financial sections.
2. In her first week she also assisted with work for a listed property unit trust, The N Property Trust, which has interests in shopping centres and commercial properties. This included investor relations work on an acquisition.
3. She assisted in preparation of the media communications planning for investor relations and media relations briefing by E Group Ltd, a listed public company active nationally and internationally in healthcare consumer products and hospital consumables. This also included distribution of media and analysts invitations and telephone calls to both groups, building databases and contact lists. Stephanie assisted in preparation of the PowerPoint electronic presentation for the associated briefings. She accompanied Warren H on a two-day visit to Auckland to assist with setting up the venue for the presentations to stockbroking analysts and media and reviewing plant tours. On the second day, she assisted with successful implementation of the briefings including active involvement in media relations.