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Letter of recommendation

for IVAN IVANOV

from OLGA PROKUDINA

I am pleased to write this letter of recommendation for Ivan Ivanov who has been working for Swiss Capital Consulting, Ltd. since September 2006 until July 2007. Ivan came to our company as an entry level manager that just graduated from the University.

At that moment we were looking for an office/facilities manager who would be able to assure technical support in the office, help other personnel in solving problems concerning computer technologies, administrate corporative databases and in case of need provide courtly service for a customer. Ivan appeared a right person for this position. On the top of it Ivan was responsible for administration of the weekly training in sales for remote agents that takes place in the internet environment. He also conducted negotiations with printing establishments supplying us with advertising handouts and brochures. With his help were designed and developed some of our promotion materials.

During her time here he has had an amazing impact on the performance of all departments in the company. I really respect him and admire his many valuable qualities. Ivan never exaggerates his abilities in particular field of work but he is ready to extend his knowledge if it is required by the specific task. He is not a "champion" and I'm not sure about his features as a leader. But he is a collaborative and easygoing person. Ivan is highly respected by his co-workers for his willingness to help anyone any time he can. So I dare say he is a good team player. He is a little bit slow in work but a reliable person and you can be sure that he'll complete his job in time. He is communicative, disciplined, reliable, flexible, educable, purposeful, with positive mind and world view. While staying in company Ivan got some experience in holding meetings and making public speeches. He also successfully completed courses in oratorical art specially designed for the personnel of Swiss Capital.

It's a pity that Ivan decided to proceed with his studies and leave our company. I understand that his previous job was just some kind of a stepping stone. I really appreciate his choice to connect his career with hospitality. This is a good opportunity to reveal other of his abilities and qualities. Ivan is an excellent worker and I would highly recommend him for any position in your company.

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Подпись/Печать