



To Whom it May Concern

This is to confirm that Ms Marine Torres was employed by Camino Barcelona Spanish Language School from 22nd January 2018 till 14th December 2018. We offered this employment to Ms Torres after termination of her marketing work placement in our company, which was held from 12th July 2017 till 7th January 2018.

During her work experience period, Ms Torres was already engaged in a wide range of marketing tasks, including answering enquiries by email and phone, communicating directly with clients in English, Spanish, and French, responding to enquiries, making sales, translating and producing marketing materials, and generally assisting in the administration of the company.

Ms Torres learnt how to perform these tasks exceptionally quickly, rapidly accustoming herself to our systems, our product and our marketing techniques, with no problem whatsoever. Our clients have received from Marine the best possible care, professional assistance, and understanding.

After just a few weeks in the company, Ms Torres, was already an experienced and skilled member of our marketing team, and was asked to take on the responsibility for implementing a new system for regularly sending newsletters to our potential clients, as well as running the reception desk at our newly open second school office.

Ms Torres not only excelled in this role, additionally, she analyzed and improved all the aspects of these jobs, introducing new systems, protocols and templates to improve and simplify the tasks involved.

We were so impressed by Ms Torres's professional abilities and attitude, and her character and personal attributes, that we offered her a permanent position in the company, after her work placement finished, as a full time company employee.

As an employee of the company Ms Torres took responsibility for coordinating several development projects inside of our company's innovation team, researching into new topics, implementing new methods of work, and organizing her colleagues in order to achieve her projects goals and maximize the results.

Ms Torres did so, and performed these roles to a very high standard.

Being an employee of the company allowed Ms Torres to further develop her exceptional research and communication skills, especially managing and



calm under extreme pressure, organizing others and completing urgent tasks on-time whenever required.

Ms Torres worked in a multi-lingual marketing team, performing her work in Spanish, English, and French, demonstrating an exceptionally high degree of communicative competence in all three languages, whether in spoken or written form.

Ms Torres worked very hard throughout her time at Camino, establishing excellent working relationships with her colleagues, quickly becoming a valued and respected member of the team.

Ms Torres is without doubt a trustworthy, honest and reliable employee, who will be sadly missed on both a professional and personal basis by all the staff at Camino Barcelona, without exception.

I have no hesitation whatsoever in recommending Ms Torres most highly to any future employer. She would without doubt be a real asset to whichever company she chooses to join.

I myself and the whole team at this company wish Ms Torres the very best for her future career.

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