

30 June 2018  
Vranje

### REFERENCE LETTER

To Whom It May Concern

As a Director of "Akademija Oxford", Branch Office in Vranje, it is my pleasure to recommend Jasminu Maksić for whatever endeavor she chooses to pursue.

Jasmina was employed in our Center for two years, starting as an English teacher, teaching to levels A1-B2, and one year later she assumed the position of an Administrative Coordinator, being responsible for management of all regular office operations in the Center; work on activities related to finance, human resources, office supply, communication with local authorities, external agencies and experts of different backgrounds. She also coordinated and supervised the daily management of equipment and facilities in the Center and assisted in coordination, direction, and fulfillment of special projects.

Throughout her time with our Center, Jasmina demonstrated effectiveness in all spheres of work, being especially successful in communication with clients, employees and stakeholders. She easily managed to organise foreign language courses and professional trainings, to maintain staff – search and selection of ideal candidates.

Jasmina went beyond her assignment and always had good ideas how to improve foreign language teaching programs and others. She is self-motivated and effective in a team setting and individually.

In addition, I consider her a very pleasant and generous person who is always willing to offer her assistance. She maintained good rapport with all her colleagues and clients.

I highly recommend Jasmina for employment and have no doubt she would be a great asset to any Employer.



*N. Jovanović*