

Galway Language Centre

**BRIDGE MILLS  
GALWAY LANGUAGE CENTRE, Ltd**

The Bridge Mills  
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Registration No. 450520

*Wednesday, 10<sup>th</sup> May 2017*

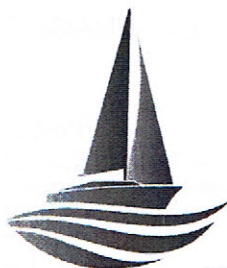
To Whom It May Concern,

Francesca Bozzao undertook an internship as an Administrative Assistant between the dates of 10<sup>th</sup> October 2016 to 17<sup>th</sup> February 2017 with us at Bridge Mills Galway Language Centre. Her working hours were Monday to Friday from 10.00 to 16.00.

Her duties included general administration, welcoming of new students, storing, organizing and managing files, preparing documentation and materials for students and teachers, compiling certificates from departure lists and informing students about the programmes and courses available. She also ran the social activities programme for the school.

Separately Francesca taught Italian language classes with us at the school from 23<sup>rd</sup> January – 28<sup>th</sup> April 2017. She was very well-received and praised by the students who attended her classes.

During her time here I found that Francesca became a real asset to the school. Every job she was asked to do was performed to the best of her ability and she always saw a task through to the end. She was very flexible and versatile and no matter the nature of the task, was always enthusiastic and hard-working.



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She is well organised and task-oriented and can follow instructions but also works well on her own initiative. Francesca was always punctual and professionally attired when coming to work and we knew we could rely on her 100%.

Her interaction with staff and others was excellent. She quickly became a well-liked and respected team member and always got on extremely well with the other members of staff.

To sum up, I must say that it has been a real pleasure having Francesca intern for us at the school. She has brought something special to the school and we will miss her effervescence and sense of humour as well as her dedication and diligence.

We know that she will do well in whatever she decides to do in her life and we wish her all the best.

Please contact me if you should require any further information.



Rosa Ladner

School Administrator

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