

30/04/2021

References for Francesca Moretta,

To whom it may concern,

Francesca was engaged in translation agency TRANSLIT from 11/01/2021 until 30/04/2021 as a Office Administrator, working full-time.

The intern was involved in office administration duties such as handling customers queries and phone calls, managing urgent tasks, confirming orders, coordinating a team of translators and interpreters, project management, translating and proofreading texts, interpreting, basic bookkeeping reporting to the supervisor. The intern also completed some Internet related tasks and worked with working with language memory systems, localising websites, posting articles, renewing links, updating content online, ad publishing etc.

In the course of the internship, Francesca delivered numerous translation projects within the following language pairs: English, Spanish, French, Russian to Italian and vice versa. She showed great knowledge and skills in Customer Service with ability to control the outcome of the conversation, expressed ability to provide constructive, precise reports to the supervisor and top management.

On the interpersonal side, Francesca recommended herself as a responsible person who always applies a thorough and details-oriented approach towards tasks. She also appeared to be a communicative and open-minded person, and these characteristics contributed a lot to the overall psychological climate in the office and team spirit. Ms Moretta was a caring and friendly colleague and team member.

We highly recommend Francesca Moretta for employment in any environment and wish success in staying on track and achieving further professional goals.

Please do not hesitate to contact me on my details below should you require any further information.

Yours faithfully,

Irina Sergeeva,
HR Executive
hr@translit.ie

