

Paris 30 November 2017

To whom it may concern,

It is a great pleasure to recommend **Noémie Kadaner** following her role as receptionist at the **International Energy Agency (IEA) in Paris** for one year.

As Noémie's immediate supervisor during her work at the IEA, I oversaw her work and was highly impressed by her work ethic. Noemie proved herself as an enthusiastic and dedicated employee at a the Agency. Her professional behaviour and organisational skills proved repeatedly that we were able to count on her. The the meeting rooms she was in charge of were always neat and tidy, and she had a good eye for detail. She was always willing in supporting of other colleagues, ameliorating inner communications, answering incoming calls.

Additionally, her excellent communication and customer service skills in this fast-paced environment. Part of her duty involved greeting our stakeholders and Member states delegates. She was entrusted with confidential material, her strong sense of discretion was yet another asset. I was really pleased with her ability in creating a professional and inviting environment. Her enthusiasm is contagious, and her aptitude for moving up the ranks of an organisation is immense.

I would strongly recommend Noémie Kadaner for any new opportunity in her professional career. Do not hesitate to contact me should you need any further information.

Best Regards



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