

Reference Letter – Anette Klakegg

To Whom it May Concern:

I highly recommend Anette Klakegg as a candidate for employment. Anette was employed by Excite Event AS as an Administrative Assistant and Junior Project Manager from 2004 - 2005.

Anette was responsible for administrative office support including finances, administration, in her role as Administrative Assistant. Her tasks as a Junior Project Manager included work within B2B sales, budgeting, planning and execution of various kinds of events and happenings.

Anette has excellent communication skills and handles administrative tasks excellently. In addition, she is extremely organized, reliable and learns quickly. Anette can work on her own as well as a member of a team and is able to follow through to ensure that the job gets done.

She is flexible and has an impressive endurance when it comes to tedious and complicated tasks, she was also quick to volunteer to assist in other areas of company operations when needed.

Anette would be an asset for any company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

David Wall
Managing Partner / Senior Project Manager
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