

December 2019

TO WHOM IT MAY CONCERN

Reference for **Carolyn Ekins, Digital Media Coordinator**

Carolyn has a wide range of skills and knowledge in terms of digital communications, administrative procedures and managing day to day operations of a business. Carolyn is passionate about effectively marketing our business via various platforms and will ensure that relevant events are captured digitally and shared. She is also punctual, conscientious and hardworking.

Carolyn is approachable, professional and can communicate very effectively with colleagues and external contacts at all levels. She has a great sense of humour, can coordinate teams to come together to achieve goals and readily recognises the achievement of others to make them feel valued.

On a personal level, when I joined the organisation, Carolyn made me feel welcome from my first day in the role four years ago and has been an unstinting support to me during periods of change since then.

Carolyn would be an outstanding asset to any team, and I would have no hesitation in recommending her to you.

Yours faithfully

**Stephen Platts - BA (Hons)**  
**Head of Supply Chain**

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