

CERTIFICATE OF REFERENCE

To whom it may concern:

This letter is to serve as a reference for Melanie Maki, who worked for my company 'Buy N Sell Pacific' (Buy N Sell Vanuatu, Wotz On Vanuatu, Car Sales Vanuatu websites) for 6 months, from January to June 2019.

Melanie was a model employee, respectful, diligent, cooperative & supportive. She set a fine example for other staff on how to conduct themselves in the workplace. Melanie is a natural team leader & display good management skills. She is not afraid to make decision and she is motivated to get task completed.

Her regular scope work of work included:

- Customer relations / communication
- Sales representation / store visits
- Professional Photography
- Updating / Management of website in backoffice (wordpress)
- Updating / Management of customer social media pages (Facebook & Instagram)
- Email marketing & correspondence (mailchimp ect)

Melanie's communication skills are excellent. She is focused yet kind & respectful when dealing with client & customers. Melanie ability with the camera is also excellent. She had a good attitude towards her work and she was always a positive person to have around the office.

If you have any questions feel free to contact me by email at davynapong@gmail.com

