

Krakow, 2015-06-29

Reference letter

To Astra Fear
Greenfield School

Miss **Joanna Batko** was working in our Company since 9 th July 2007 until 31th March 2013 for the position of specialist in the customer service.

She was responsible for taking orders from customers, setting deadlines orders, invoices and other documents, and supplement information on orders and trade goods in the financially and warehouse. During the operation she became known as the person responsible, systematic, creative, disciplined and loyal. Very quickly she assimilate new messages, and she is open to new opportunities. Her organizational skills, openness on people and their needs and ability to work under time pressure, make it effectively fulfill their tasks.

A big advantage of Miss Joanna Batko its ability to work in a team and build positive, lasting relationships with Customers.

Katarzyna Obłaza
Company Owner