

October 21, 2010

To Whom It May Concern:

I welcome this opportunity to write on behalf of Ms. Nora Zothová. Ms. Zothová has worked with our company a translator April 2007. She worked on our morning press review project, both as a translator and language quality controller for translated text. As her primary manager, I appreciated her attention to detail, professional manner, flexibility in approaching varied tasks and her ability to work independently.

The job requires familiarity with a complicated database and learning of HTML formatting, and specific EU and political vocabulary, these obstacles proved to be easy hurdles for Ms. Zothová.

As in much of the journalism industry, the bulk of the work is completed under a time pressure and deadlines, Ms. Zothová was able to handle time management with grace, successfully prioritizing tasks when a project came down to the wire. I have been delighted to watch Ms. Zothová develop her linguistic craft and professional confidence. I've been able to rely on Ms. Zothová to help train newcomers to the project, assisting trainees not only with translation and journalistic issues, but also with the computer interface systems.

Ms. Zothová is a dedicated worker committed to constantly improving her language development and accuracy. From her work on the media monitoring and journalism projects I know she is able to think fast on her feet and adjust her output according to the demands of the client and situation, while still maintaining a high standard of work ethic and follow-through. I believe Ms. Zothová is a strong candidate for any English language-demanding job. She also has a keen sense for political language and a wry sense of humor that helps promote a positive work atmosphere. I highly recommend Ms. Zothová as an individual dedicated to her work, who strives for linguistic and translation excellence. Please feel free to contact me if you have any further questions.

Sincerely,



Katie Perkins

Account & Project Manager

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