



BLUE FROG®

Blue Frog Publications Ltd
MWB Business Exchange
2 Gayton Road, Harrow
London HA1 2XU
Tel: +44(0) 20 8901 4073
Fax: +44(0) 20 8901 4001
Email: info@bluefrogcards.co.uk

Ref: Piera Lanzarotti

To Whom It May Concern:

I am pleased to be asked to provide a reference for Ms Piera Lanzarotti because, in the 2 years that she worked at my previous company, Highway Printing Services Ltd, I found her to be very professional, reliable, organised and capable of handling multiple tasks without any hint of negativity or stress.

She was our office manager for 2 years and, were it not for the financial difficulties experienced by Highway Printing Services Ltd in late 2002, she would still be working there.

Her responsibilities included:

1. IT infrastructure management – managing SLAs, liaising with technical support, software upgrades, website management, data maintenance etc;
2. Office management – applying HSE directives, managing office issues in terms of supplies and office-ware;
3. Personnel management – dealt with personnel issues, recruitment, liaison with recruitment agencies, enacted disciplinary procedures, team-building activities;
4. Operations Strategy – involved in managing the expansion of Highway Printing Services Ltd range of operations and services in terms of IT infrastructure, coordination of hardware and personnel movement and ensuring that all was achieved on time and within budget.

There were many more things that Piera did for Highway Printing and she was an invaluable member of the team. The office basically couldn't run without her presence and organisation skills and she would add value to any company that she joins because she has a blend of skills that is rare in employees and I certainly miss them.

In the meantime, if you require any more information please contact me either by phone (020 8901 4073) or email me at (segun@bluefrogcards.co.uk).

Yours faithfully,

Segun Adegbotolu
Director