



Friday, 14 July 1995

To whom it may concern

Victoria Kent was employed by DB Developments Pty Limited from 6 September 1994 to 26 May 1995 as a Training/Support Specialist.

Vickie was responsible for developing training materials, keeping manuals and associated documentation up to date, developing and producing a quarterly newsletter, and training clients on the implementation and use of our job costing and job management system - Job Bag. She also provided telephone support for clients and handled new sales enquiries when required.

Vickie was a very versatile employee and was always willing to take on new responsibilities and tasks. She approached tasks with enthusiasm and showed considerable initiative. Her computer knowledge and skills were excellent, and she communicated well with clients, prospects and other staff members.

We consider that Vickie would make an excellent member of staff, and we were sorry that she chose to leave to pursue other interests. All her references prior to joining DB Developments were excellent and we found them to be totally justified in their praise of her. Her next employer will benefit greatly from the contribution she has to make, just as we have done.

A handwritten signature in blue ink, which appears to read 'D Blaymires'.

David Blaymires
Director

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